



**PUBLIC MEETING NOTICE**  
**WISCONSIN RAPIDS COMMON COUNCIL**  
**TUESDAY, OCTOBER 17, 2023**  
**6:00 P.M.**  
**CITY HALL COUNCIL CHAMBERS**

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Tuesday, October 17, 2023 at 6:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org). It is possible that members of the Council may appear remotely via video or audioconferencing for this meeting.

**Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
4. Reading of the Minutes of the Previous Meeting held on September 19, 2023 (See Attachment #1)
5. Consider the appointment of two (2) regular members to the Ethics Board for terms expiring November 1, 2026 (See Attachment #2)
6. Consider for adoption an ordinance providing that an ordinance may be adopted at its first reading (See Attachment #3)
7. Consider a motion from Alderperson Bemke to rescind the action of the Council at its meeting on September 19, 2023, to send the ATV/UTV ordinance to a binding referendum at the Spring Election (See Attachment #4)
8. If the motion for rescission is approved, the Council may consider adoption of an ordinance to allow all-terrain vehicles and utility-terrain vehicles to operate on City streets other than state highways (See Attachment #5)
9. Consider for Adoption the Actions of the Planning Commission at its meeting held on October 2, 2023:
  1. Approval of the report from August 31, 2023, Planning Commission meeting.
  2. 23-000784; Aspirus Riverview Hospital - request for a Planned Development District Amendment to modify the existing Planned Development District boundary at 1041 Hill Street (Parcel ID 3408444).
  3. Rapids Rediscovered grant requests for 851 Gardner Street (Parcel ID 3402985) and five unaddressed parcels (Parcel ID's 3405230, 3405231, 3405232, 3405233, and 3405234).
  4. 23-000907; City of Wisconsin Rapids – public hearing on a request to amend Chapter 11 – Zoning, specifically Appendix C, Zoning Districts and Dimensional Standards, modifying floor area requirements for residential districts.
  5. Adjourn
10. Consider for adoption the Actions of the Standing Committees of the Common Council, as follows:
  - A. Finance and Property Committee meeting held on October 3, 2023:
    1. Call to Order
    2. Presentation by the Heart of Wisconsin Chamber of Commerce and request for funding from the City of Wisconsin Rapids for 2024
    3. Consider for approval an Agreement for EMS services with the Town of Saratoga
    4. Consider for approval an Agreement for EMS services with the Village of Port Edwards
    5. Consider a request from the Park and Recreation Department to apply for an Urban Forestry Grant through the DNR and to utilize \$5,000 from the Park Outlay account

6. Budget Amendment Resolution No. 3
7. Budget discussion
8. Audit of the bills
9. Set next meeting date
10. Adjournment

**B. Public Works Committee meeting held on October 5, 2023:**

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Review and consider approval of a public art crosswalk at the intersection of Lincoln Street and Birch Street/Peach Street.
4. Consider a preliminary resolution for public work and improvements on McKinley Street between 8<sup>th</sup> Ave N and 14<sup>th</sup> Ave N proposed for construction in 2025.
5. Review Referral List
6. Set Next Meeting Date
7. Adjourn

**C. Human Resources Committee meeting held on October 10, 2023:**

1. Call to order
2. Discuss and consider for approval proposed changes to the Pay Provisions Policy.
3. Discuss and consider for approval a new wage schedule, to be effective January 1, 2024, contingent upon budget approval. Further information may be forthcoming.
4. Discuss and consider for approval the setting of the salary for the elected position of Mayor for the 2024-2026 term.
5. Discuss and consider for approval a general wage increase for non-represented employees of the City to be effective January 1, 2024.
6. Adjournment

**11. Reports of Other Committees, Commissions, Boards, and Department Reports:**

- a. McMillan Memorial Library Building & Grounds Committee held May 10 and August 9, 2023; Finance Committee held August 9, 2023; Board of Trustee held August 16, 2023
- b. Wisconsin Rapids Housing Authority held July 26, 2023
- c. South Wood County Airport Commission held September 7, 2023
- d. Police and Fire Commission held September 9 and September 13, 2023
- e. Water Works and Lighting Commission held September 13, 2023
- f. Ethics Board held September 19, 2023
- g. Park and Recreation Commission held October 9, 2023
- h. Mass Transit Evaluation Committee held October 12, 2023

**Department Reports for September 2023**

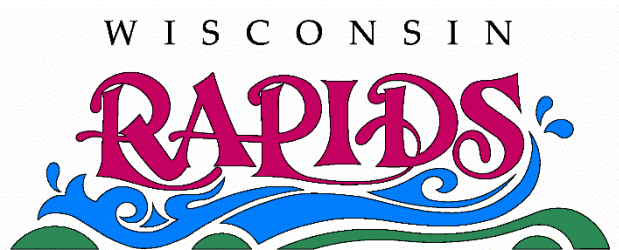
- i. Engineering Department
- j. Public Works Department
- k. South Wood County Airport
- l. Wastewater Treatment Plant
- m. Wisconsin Rapids Fire Department
- n. Wisconsin Rapids Police Department

**12. Referrals to Committees**

**13. Adjournment.**

Jennifer M. Gossick, City Clerk

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at this meeting via audioconference is not possible due to a disability or other reasons, notification to the city clerk's office at least 24 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



## Attachment #1

### MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, SEPTEMBER 19, 2023

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, on Tuesday, September 19, 2023, at 6:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page.

#### 1. Call to Order

Mayor Blaser called the meeting to order at 6:00 p.m.

#### 2. Roll Call

Roll call indicated that all alderpersons were present:

<u>Aldersperson</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
Ryan Austin	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### 3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation

Mayor Blaser invited all present to stand for the Pledge of Allegiance and a moment of silent prayer in lieu of an invocation

#### 4. Reading of the Minutes of the Previous Meeting held on August 15, 2023

It was moved by Veneman, seconded by Austin to dispense with a reading and accept the minutes of the previous meetings. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 5. Consider the appointment of a regular member to the Water Works and Lighting Commission for a term expiring October 1, 2028

Bemke nominated John Bergin. There were no additional nominations, and nominations were closed. It was moved by Rayome, seconded by Veneman to reappoint John F. Bergin, 4411 Quarry Circle, as a regular member to the Water Works and Lighting Commission for a term expiring October 1, 2028. Motion carried, 7 ayes, 0 nays, and 1 abstention.

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
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Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Consider a Resolution that the City of Wisconsin Rapids be exempted from the payment of any county library tax as provided in Section 43.64(2)(b), Wis. Stats.

It was moved by Austin, seconded by Zacher to approve a Resolution that the City of Wisconsin Rapids be exempted from the payment of any county library tax as provided in Section 43.64(2)(b), Wis. Stats. Motion carried, 8 ayes and 0 nays. Resolution No. 17 (2023):

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Second Reading of an Ordinance which requires only one reading of an ordinance before adoption

It was moved by Delaney, seconded by Zacher to approve the Ordinance which requires only one reading of an ordinance before adoption, with the amendment that the ordinance in order to be approved cannot be revised at the first reading. If there is a successful motion to revise the ordinance as introduced at its first reading, then it will be considered to be a new ordinance which will be required to be introduced at the next meeting. Motion carried, 5 ayes and 3 nays. Since the Ordinance was revised and did not pass as originally presented, the revised Ordinance will be considered at the next Common Council meeting. Ordinance No. MC 1354:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. REPORT OF THE PLANNING COMMISSION MEETING HELD ON AUGUST 31, 2023:

Date of Meeting: August 31, 2023

Reported to Council: September 19, 2023

The Planning Commission met at 4:00 p.m. on August 31, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present included Chairperson Shane Blaser, Eric Daven, Jeff Marutz; Ben Goodreau and Thad Kubisiak; Ryan Austin and Lee Thao were absent. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Aldersperson



Dennis Polach, Craig Rose, and others as indicated on the meeting sign-in sheet.

The meeting was called to order at 4:00 p.m.

1. Approval of the report from August 7, 2023, Planning Commission meeting.

Motion by Daven to approve the report from August 7, 2023, Planning Commission meeting; second by Goodreau. Motion carried (5 – 0)

2. 23-000769; Walter and Carol Prah – request for a Certified Survey Map to create four recorded lots at 540 Daly Avenue and three unaddressed parcels (Parcel ID's 3411706, 3411712, 3411710, & 3411709) and dedicate right-of-way on Daly Avenue.

Kyle Kearns provided a review of the request and recommended approval.

Motion by Kubisiak to approve the request for a Certified Survey Map to create four recorded lots at 540 Daly Avenue and three unaddressed parcels (Parcel ID's 3411706, 3411712, 3411710, & 3411709) and dedicate right-of-way on Daly Avenue; second by Goodreau. Motion carried (5 – 0)

3. 23-000775; Scott Domke - request for a Special Exception to exceed the floor area of attached garage maximum in the Mixed Residential (R-2) district at 1021 Cliff Street (Parcel ID 3408355).

Carrie Edmondson provided background information and a review of the request. Approval was recommended with the conditions outlined in the staff report.

Member Kubisiak asked about limits to the square footage in the future to which Mr. Kearns responded.

Motion by Blaser to approve the request for a Special Exception to exceed the floor area of attached garage maximum in the Mixed Residential (R-2) district at 1021 Cliff Street (Parcel ID 3408355), subject to the following conditions:

1. A total of 188 square feet shall be deducted from the allowable floor area of any future detached buildings.
2. A driveway permit must be obtained for the driveway that was recently constructed on the property.

Second by Marutz. Motion carried (5 – 0)

4. 23-000746; Halron Brothers, LLP. - request for a Site Plan and Architectural Review to construct an industrial building addition at 611 25<sup>th</sup> Avenue North (Parcel ID 3400859).

Ms. Edmondson provided a synopsis of the request. Approval was recommended with the conditions outlined in the staff report.

Eric Daven requested clarification for various parts of condition number 5 to which Carrie Edmondson replied. Craig Rose, representing the construction management company for Halron Brothers, added comments regarding the addition.

Ben Goodreau asked the applicant about alternative building materials and alterations to meet the 50% requirement to which Mr. Rose responded.

Kyle Kearns answered Thad Kubisiak's question about the requirements that applied to the Matalco accessory structure project and Shane Blaser's inquiry about the language in the zoning code related to building frontage.

Eric Daven questioned the building materials and the loading dock, to which Craig Rose replied.

Mr. Goodreau commented that the rendering looked appropriate for an industrial park, and further noted condition 5 unnecessary.

Motion by Daven to approve the request for a Site Plan and Architectural Review to construct an industrial building addition at 611 25<sup>th</sup> Avenue North (Parcel ID 3400859) subject to the following conditions:

1. The exterior materials of the building shall match the design and color of the principal building.
2. The access point off of Industrial Street shall be signed to indicate truck traffic only permitted.
3. Applicable permits through the City shall be obtained, including those applicable for fences and asphalt.
4. Any new exterior refuse storage shall be screened with an enclosure made of brick, textured concrete masonry units, wood, and/or chain-link with slats, to be reviewed and approved by the Community Development Department.

5. Community development staff shall have the authority to approve minor modifications to the plans.  
Second by Goodreau. Motion carried (5 – 0)

5. Adjourn

Motion by Marutz to adjourn the meeting; second by Kubisiak. Motion carried (5 – 0). Meeting adjourned at 4:28 p.m.

It was moved by Austin, seconded by Bemke to approve and adopt the actions of the Commission. Rayome requested that item #3 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #3 out for separate vote. No objection was made, and the motion was so amended. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #3, it was moved by Austin, seconded by Cattanach to approve the item as presented. Motion carried, 7 ayes and 1 nay:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Consider for Adoption the Actions of the Standing Committees of the Common Council, as follows:

A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON SEPTEMBER 5, 2023:

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: September 5, 2023

Report to Council: September 19, 2023

The Finance and Property Committee met at 4:01 p.m. on Tuesday, September 5, 2023, in the Council Chambers at City Hall. All members of the Finance and Property Committee were present.

1. Call to Order

Chairperson Zacher called the meeting to order at 4:01 p.m.

2. Consider approval of the usage of Park Outlay money to fund the Mead Park plans to not exceed \$200,000

It was moved by Veneman, seconded by Bemke to approve the usage of Park Outlay money to fund the Mead Park plans as presented to not exceed \$200,000. Motion carried, 3-0.

3. Consider a request from Pacific Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 3660 8<sup>th</sup> Street South

It was moved by Bemke, seconded by Veneman to approve a request from Pacific Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 3660 8<sup>th</sup> Street South. Motion carried, 3-0.

## Attachment #1

4. Consider a request from Khalsa Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 2411 8<sup>th</sup> Street South

It was moved by Veneman, seconded by Bemke to approve a request from Khalsa Oil LLC, Bikhender S. Salh, agent, for a Retail "Class A" Intoxicating Liquor License and a Retail Class "A" Fermented Malt Beverages License for the premises located at 2411 8<sup>th</sup> Street South. Motion carried, 3-0.

5. Update on a request from the Community Development Department to apply for a 2024 Wood County Economic Development Grant in the amount of \$25,000 to create a Downtown Development Master Plan

Community Development Director Kyle Kearns gave an update on a request from the Community Development Department to apply for a 2024 Wood County Economic Development Grant in the amount of \$25,000 to create a Downtown Development Master Plan. No action was taken on this item.

6. Budget discussion

The budget was discussed. No action was taken on this item.

7. Audit of the bills

It was moved by Bemke, seconded by Zacher to approve check numbers 18197 to 18606. Motion carried, 3-0.

8. Set next meeting date

The next regular Committee meeting will be held on Tuesday, October 3, 2023 at 4:00 p.m.

9. Adjournment

It was moved by Veneman, seconded by Bemke to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:31 p.m.

**It was moved by Zacher, seconded by Cattanach to approve and adopt the actions of the Committee. Austin requested that item #5 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #5 out for separate vote. No objection was made, and the motion was so amended. Motion carried, 8 ayes and 0 nays:**

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Regarding item #5, it was moved by Austin, seconded by Zacher to approve the item as presented. Motion carried, 8 ayes and 0 nays:**

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON SEPTEMBER 7, 2023:

Tom Rayome, Chairperson

Ryan Austin, Vice-Chairperson

Dennis Polach

Date of Meeting: September 7, 2023

Reported to Council: September 19, 2023

The Public Works Committee met on Thursday, September 7<sup>th</sup>, 2023 in the Council Chambers at City Hall. All members were present.

1. Call to order

The meeting was called to order at 5:00 PM

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider an ordinance adding parking on both sides of Baker St between 5<sup>th</sup> St N and 8<sup>th</sup> St N.

Motion by Austin, second by Polach to approve changing the ordinance, allowing parking on both sides of Baker Street between 5<sup>th</sup> Street North and 8<sup>th</sup> Street North. Motion carried 2-1 with Polach voting against.

**Clerk's Note: Rayome request the minutes be corrected to state Motion failed 1-2 with Rayome and Polach voting against. Ordinance No. MC 1355**

4. Review and consider ordinance changes for the restricted parking on Prospect St and 11<sup>th</sup> St N at Immanuel Lutheran School.

Motion by Rayome, second by Polach to approve the draft ordinance as presented, revising parking restrictions adjacent to Immanuel Lutheran School. Motion carried (3-0). **Ordinance No. MC 1356**

5. Review and consider approving the State / Municipal Agreement for a Carbon Reduction Program Project for WI Rapids Rail Crossing Optimization (project number 6999-11-86).

Motion by Austin, second by Rayome to approve the State/Municipal Agreement for a Carbon Reduction Program Project for Wisconsin Rapids Rail Crossing Optimization (project number 6999-11-86). Motion carried (3-0).

6. Discuss compost site operations and expectations.

Motion by Rayome, second by Polach, to retain approximately 1000-3000 cubic yards of compost to be screened and made available for compost site users, and send out requests for proposal from local vendors to sell the remaining quantity. Motion carried (3-0).

7. Consider a preliminary resolution for public work and improvements on Wylie Street between 10<sup>th</sup> St N and 12<sup>th</sup> St N proposed for construction in 2024.

Motion by Austin, second by Polach to approve the preliminary resolution for public improvements to Wylie Street from 10<sup>th</sup> Street North to 12<sup>th</sup> Street North. Motion carried (3-0). **Resolution No. 18 (2023)**

8. Review eligible projects for the WI DOT's STP-U Applications.

Proposed WisDOT STP-U projects were reviewed.

9. Review and consider Amendment No. 3 to MSA's service contract for the Signal Infrastructure Upgrades for intersections along: W Riverview Expressway at Chase St, W Grand Ave and High St.

Motion by Austin, second by Rayome to approve Amendment No. 3 to MSA's service contract for the Signal Infrastructure Upgrades for intersections along W. Riverview Expressway at Chase Street, West Grand Avenue and High Street. Motion carried (3-0).

10. Review referral list.

The referral list was reviewed.

11. Set Next Meeting Date.

The next regularly scheduled meeting is set for Thursday, October 5<sup>th</sup> at 5pm.

12. Adjourn

Motion by Austin, second by Rayome to adjourn at 5:54 PM. Motion carried (3-0). \_

**It was moved by Rayome, seconded by Polach to approve and adopt the actions of the Committee. Austin requested that item #3 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold out item #3 for separate vote. No objection was made, and the motion was so amended. Motion carried, 8 ayes and 0 nays:**

<u>Alderpersion</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jay Bemke

8

☒☐☐

Regarding item #3, it was moved by Austin, seconded by Delaney to approve the item as presented. Motion carried, 5 ayes and 3 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON SEPTEMBER 14, 2023:

Jay Bemke, Chairperson

Jake Cattanaach, Vice-Chairperson

Patrick J. Delaney

Date of Meeting: September 14, 2023

Reported to Council: September 19, 2023

The Human Resources Committee held a meeting on Thursday September 14, 2023 at 3:30 p.m. in the First Floor Conference Room at City Hall, 444 W. Grand Ave. All Committee members were present. Also present were Mayor Blaser, City Attorney Sue Schill, Finance Director Tim Desorcy, Alderspersons Polach and Veneman, Superintendent Paul Vollert and HR Manager Hartman.

1. Call to order

Chairperson Bemke called the meeting to order at 3:30 p.m.

2. Discuss and consider for approval proposed changes to the Pay Provisions Policy. Attachments forthcoming.

Motion by Cattanaach, seconded by Delaney to approve the proposed changes to the Pay Provisions Policy. Motion carried 3-0.

3. Discuss and consider for approval a new wage schedule, to be effective January 1, 2024, contingent upon budget approval. Attachments forthcoming.

Motion by Bemke, seconded by Cattanaach to approve a new wage schedule, to be effective January 1, 2024, contingent upon budget approval. Motion carried 3-0.

4. Discuss and consider for approval making permanent the current trial period of City Hall hours of Monday through Thursday, 8:00 a.m. – 4:30 p.m.; and Friday, 8:00 a.m. – 12:00 p.m.

Motion by Delaney, seconded by Bemke to extend the current trial period of City Hall hours of Monday through Thursday, 8:00 a.m. – 4:30 p.m.; and Friday, 8:00 a.m. – 12:00 p.m. for an additional year, through September 19, 2024. Motion carried 3-0.

5. Discuss and consider for approval proposed changes to the CDL policy. Attachment forthcoming.

Motion by Delaney, seconded by Cattanaach to approve proposed changes to the CDL policy. Motion carried 3-0.

6. Adjournment

Motion by Bemke, seconded by Cattanaach to adjourn. Motion carried 3-0. The meeting adjourned at 5:00 p.m.

Bemke requested that items #2 and #3 be held out for separate vote. It was moved by Bemke, seconded by Delaney to approve and adopt the balance of the report, holding out item #3. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Patrick J. Delaney	7	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #2, it was moved by Bemke, seconded by Veneman to send this item back to the Human Resources Committee for updated information and further review. Motion carried, 7 ayes and 1 nay:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #3, it was moved by Bemke, seconded by Zacher to send this item back to the Human Resources Committee for updated information and further review. Motion carried, 7 ayes and 1 nay:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. REPORT OF THE LEGISLATIVE COMMITTEE MEETING HELD ON SEPTEMBER 5, 2023:

Jay Bemke, Chairperson                      Tom Rayome, Vice-Chairperson                      Matt Zacher  
 Date of Meeting: September 5, 2023  
 Reported to Council: September 19, 2023

A meeting of the Legislative Committee was held on Tuesday, September 5, 2023, at 5:00 p.m. in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids. All members were present. Also present were Alderspersons Polach and Veneman.

1. Call to Order

The meeting was called to order by Chairperson Bemke at 5:00 p.m.

2. Consider adoption of an ordinance to allow all-utility vehicles and all-terrain vehicles to operate on City streets other than state highways,

Motion by Zacher, seconded by Bemke, to approve the ordinance as presented, with the addition of requiring signal lights on all ATVs and UTVs. Motion carried 2-0, with Rayome voting in the negative.

**Ordinance No. 1357**

3. Consider adoption of an ordinance amending sections of Chapter 18, the Fire Code.

Motion by Rayome, seconded by Bemke, to approve the ordinance as presented. Motion carried 3-0.

**Ordinance No. 1358**

4. Discuss date and time for Trick or Treat in the City for 2023, and possibly future years.

Motion by Bemke, seconded by Zacher, to have Trick or Treat in the City be on the Saturday before October 31, or on October 31 if it is a Saturday, each year. Motion carried 2-1, with Rayome voting in the negative.

5. Adjourn

Motion by Bemke, seconded by Zacher, to adjourn. Motion carried 3-0. The meeting adjourned at 5:58 p.m.

Bemke requested that item #2 be held out for separate vote. Austin requested that item #3 be held out for separate vote. Cattanaach requested that item #4 be held out for separate vote.

Regarding item #2, it was moved by Cattanaach, seconded by Veneman to direct staff to prepare a resolution for a binding referendum on the ATV/UTV ordinance as originally drafted for the 2024 Spring Election. Motion carried, 6 ayes and 2 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Regarding item #3, it was moved by Delaney, seconded by Zacher to send this item back to the Legislative Committee for further review and consideration. The vote resulted in a tie. Mayor Blaser voted aye to break the tie. Motion carried, 5 ayes and 4 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Blaser	Mayor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #4, it was moved by Cattanaach, seconded by Austin to keep Trick-or-Treat in the City on Halloween (October 31) from 5:00 p.m. to 7:00 p.m. through 2025. Delaney requested that the motion be amended to keep Trick-or-Treat permanently on Halloween from 5:00 p.m. to 7:00 p.m. Mayor Blaser asked for unanimous consent to amend the motion to permanently make Trick-or-Treat on Halloween from 5:00 p.m. to 7:00 p.m. There was no objection, and the motion was so amended. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Reports of Other Committees, Commissions, Boards, and Department Reports:

- McMillan Memorial Library Finance Committee held June 12, 2023; Board of Trustees held July 19 and August 3, 2023; Services Committee held August 8, 2023
- Wisconsin Rapids Housing Authority held on June 26, 2023
- Historic Preservation Commission held August 2, 2023
- South Wood County Airport Commission held August 3, 2023

- e. Water Works and Lighting Commission Special and Regular Meetings held August 9, 2023
- f. Park and Recreation Commission held August 14 and September 11, 2023
- g. Police and Fire Commission held August 7 and August 18, 2023

Department Reports for August 2023

- h. Engineering Department
- i. Public Works Department
- j. South Wood County Airport
- k. Wastewater Treatment Plant
- l. Wisconsin Rapids Fire Department
- m. Wisconsin Rapids Police Department for July and August

**No action was taken on this item. The reports will be placed on file.**

#### 11. Referrals to Committee

**No referrals were received.**

#### 12. Adjournment.

**It was moved by Delaney, seconded by Zacher to adjourn. Motion carried, 8 ayes and 0 nays, and the meeting adjourned at 7:35 p.m.:**

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Respectfully submitted,

Jennifer M. Gossick, City Clerk



W I S C O N S I N



## City Clerk's Office

444 West Grand Avenue  
Wisconsin Rapids, WI 54495-2780

Date: OCT 9, 2023

Name: Jeff Penzkover  
Address: 1231 17th ST N  
City, State, Zip: Wis Rapids WI 54494

Phone #: 715 346 9761  
Email: jpenzko2002@yahoo.com

Name of Board or Commission: Ethics Committee

Explain your reason of interest / qualifications:

I was on the GCR Tires Board of Ethics  
Committee. I found it very informative and interesting.  
I believe my standard of ethics is beyond reproach.  
References to be provided upon request.

Signed:

Jeff R

**Mike Derrie**

3030 10TH ST S  
Wisconsin Rapids, WI. 54494  
715-721-1277  
mikederrie00@gmail.com

10 October 2023

City of Wisconsin Rapids

Att: Mayor's Office  
444 West Grand Avenue/Wisconsin Rapids, WI. 54494

To whom this may concern,

Let me introduce myself. I'm Mike Derrie, long time resident of Wisconsin Rapids, having lived here since 1973. I'm a hard worker. I retired after 43 years in the Paper industry. I retired as a Heavy Equipment mechanic. I was the leader of my shop dealing with complex repairs as well as assigning work and coordinating with vendors to facilitate repairs to company equipment. I recently ran two consecutive years for a WRPS school board position. I'm a detail oriented individual and work well with others.

I'm fair and honest and will work to build a better community for ALL in Wisconsin Rapids. I'm a Christian man and hold fast to my beliefs!! I believe I will be an asset to our community and look forward to serving.

*All The Best,  
Mike Derrie  
Oct. 10, 2023*



**City of Wisconsin Rapids  
Boards, Committees and Commissions  
Appointment Application Form**

Name: Mike Derrie Phone: 715-721-1277  
 Mailing address: 3030 10<sup>TH</sup> St. S. City & Zip: WI. Rapids 54494  
 Email: mikederrrie00@gmail.com Contact Preference: ☐ Phone ☐ Text ☒ Email

List any standing scheduling conflicts and specify by season (where relevant): NONE That  
I can think of

When would you be available to start? END OF OCTOBER

Which Boards, Committees and/or Commissions are you applying to today? Check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Review                  | <input type="checkbox"/> Planning Commission               |
| <input checked="" type="checkbox"/> Ethics Board          | <input type="checkbox"/> Police & Fire Commission          |
| <input type="checkbox"/> Housing Authority                | <input type="checkbox"/> Wastewater Treatment Commission   |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Water Works & Lighting Commission |
| <input type="checkbox"/> Library Board                    | <input type="checkbox"/> Zoning Board of Appeals           |
| <input type="checkbox"/> Park & Recreation Commission     |  |

How did you hear about this appointment opportunity? from an announcement by the mayor

Detailed information regarding qualifications and expectations can be found at: [wirapids.org/appointments](http://wirapids.org/appointments). Upcoming appointments can be found in the City directory, which is updated quarterly. For more current information, you may contact the Mayor's Office or the Clerk's Office.

Please provide a letter of interest that explains your qualifications relevant to the appointment(s) you're interested in. You may also provide a resume.

Submit your application and letter of interest to the Mayor's Office:

[mayer@wirapids.org](mailto:mayer@wirapids.org)

City of Wisconsin Rapids

Attn: Mayor's Office

444 West Grand Avenue

Wisconsin Rapids, WI 54494

Applications will be maintained for one year. Please reapply if you are not appointed during that time frame, but you still have an interest.

ORDINANCE NO. MC \_\_\_\_\_  
CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CHAPTER 2 OF THE MUNICIPAL CODE PROVIDING THAT AN ORDINANCE MAY BE ADOPTED AT ITS FIRST READING

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS DOES ORDAIN AS FOLLOWS:

SECTION I      Section 2.04(3)(d) of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

(d) Reading and Passage of Ordinances. All ordinances shall have one reading. ~~No ordinance, except an ordinance relating to parking and traffic regulations, shall be passed at the meeting in which it is introduced, unless by a unanimous vote of all members voting.~~ An ordinance may be passed at the meeting in which it is introduced if it is not revised at the meeting. If there is a successful motion to revise the ordinance as introduced, then it will be considered a new ordinance which will be required to be introduced at the next meeting. A majority vote of all the members of the common council shall be necessary for the passage of an ordinance.

SECTION II      All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION III     This ordinance shall take effect upon passage and publication.

\_\_\_\_\_  
Shane E. Blaser, Mayor

\_\_\_\_\_  
Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:

**From:** [Bemke, Jay](#)  
**To:** [Gossick, Jennifer](#)  
**Cc:** [Blaser, Shane](#)  
**Subject:** ATV/UTV Referendum  
**Date:** Thursday, October 12, 2023 7:44:31 PM

---

I am placing you on notice that I will be moving to rescind the action taken by the Council at it's meeting of September 19<sup>th</sup>, when the Council took action to send the ATV/UTV ordinance to a binding referendum.

I request that you place my motion for rescission on the Council agenda for October 17<sup>th</sup> 2023

Thank You,

Jay

ORDINANCE NO. MC\_\_\_\_\_

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS CREATING SECTION 340.021  
OF THE MUNICIPAL CODE. SAID SECTION ESTABLISHES ATV/UTV ROUTES  
AND REGULATES THE OPERATION OF ATV/UTVs

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS DOES ORDAIN AS  
FOLLOWS:

**SECTION I**      Section 340.021 of the Wisconsin Rapids Municipal Code is hereby created to read  
as follows:

**340.021      All-Terrain and Utility-Terrain Vehicle Routes and Regulations**

**1.      Purpose**

The purpose of this ordinance is to establish all-terrain vehicle and utility-terrain vehicle (ATV/UTV) routes in the City of Wisconsin Rapids and to regulate the operation of ATVs/UTVs in the City.

**2.      Statutory Authority**

The Common Council of the City of Wisconsin Rapids has the specific authority to adopt this ordinance under §§ 23.33(8)(b) and 23.33(11) of the Wisconsin Statutes.

When the word “chapter” is used anywhere in §340.021, it shall mean §340.021.

**3.      State Laws Adopted**

Except as otherwise provided in this chapter, the statutory provisions in Wis. Stats. chs. 23, 340 to 348, and 350 establishing definitions and regulations with respect to ATVs and UTVs, and Wis. Admin. Code ch. NR 64, All-Terrain Vehicles, exclusive of any provisions therein relating to penalties to be imposed and exclusive of any regulations for which the statutory penalty is a fine or term of imprisonment, are hereby adopted and by reference made a part of this chapter as if fully set forth herein. Unless otherwise provided in this chapter, any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this chapter. Any future amendments, revisions or modifications of the statutes or administrative codes incorporated herein are made a part of this chapter in order to secure uniform statewide regulation of ATVs and UTVs, except to the extent that the provisions of this chapter are more restrictive.

## 4. **ATV/UTV Routes**

### A. Designation of ATV/UTV routes.

1. No person may operate an ATV or UTV on any street or highway in the City of Wisconsin Rapids, except on those streets that are designated as ATV/UTV routes in this chapter.
2. Pursuant to § 23.33(8), Wis. Stats., all city streets are designated ATV/UTV routes as defined in NR 64.12 Routes, Wis. Admin. Code, except the following:
  - a. State Highway 13
  - b. State Highway 54
  - c. State Highway 73
  - d. The operation of ATV/UTVs will not be permitted on State highways except as may be necessary to cross the same and then in strict compliance with the law.
  - e. ATV/UTVs are not allowed in City-owned parks or on any other public property except for those properties with designated parking areas where motorized vehicles normally park.
3. No one shall operate an ATV/UTV on any City street between the hours of 10:00 p.m. and 7:00 a.m.

## 5. **Age Requirement**

All ATV/UTV operators shall be 16 years of age or older to operate an ATV/UTV on road routes in the City.

## 6. **Speed Limit**

The speed limit for ATV/UTVs shall be not greater than 35 miles per hour, or the speed limit for automobiles, whichever is lower, on all City streets,

## 7. **Conditions and Restrictions on Operation**

- A. No person shall operate an ATV/UTV on a street designated as an ATV/UTV route if the street is closed for any reason.
- B. Operators shall abide by all traffic laws, including the rules of operation and equipment requirements contained in § 23.33, Wis. Stats., and Wis. Admin. Code ch. NR 64, unless further restricted by this chapter.

- C. All ATV or UTV operators shall ride in single file on the extreme right-hand side of the paved portion of the highway. Operation on the bike lane, shoulders, grassy in-slope, ditches, or other street right-of-way is prohibited, unless yielding the right of way. Left turns may be made from any part of the highway when it is safe given prevailing conditions.
- D. No person may ride in or on any part of an ATV or UTV that is not designated or intended to be used by passengers. No ATV or UTV operator shall have a passenger riding in or on any part of an ATV/UTV that is not designated or intended to be used by passengers.
- E. No operator or passenger of an ATV or UTV may consume any alcohol beverages while in or on an ATV or UTV, while on any City street or any trail other established route open to the public. No operator or passenger of any ATV or UTV may possess, in or on an ATV or UTV on any City street or any trail or other established route open to the public, any bottle or receptacle containing alcohol beverages if the bottle or receptacle has been opened, the seal has been broken or the contents of the bottle or receptacle have been partially removed or released.
- F. No ATV or UTV may be operated on any designated City route without fully functional headlights, taillights, and brake lights. Headlights and taillights shall be on at all times during operation.
- G. No ATV/UTV may be operated in any careless way so as to endanger the person or property of another.
- H. ATV/UTV operators shall yield the right-of-way to all other vehicular traffic, including non-motorized vehicles, bicycles, and pedestrians.
- I. An ATV or UTV on a City street may not be modified so that its maximum width exceeds the width allowed for an all-terrain vehicle.
- J. No person shall leave or allow an ATV or UTV owned or operated by him or her to remain unattended on any public highway or public property while the motor is running or with the starting key left in the ignition.
- K. No ATV/UTV may be operated on any designated ATV/UTV route if the ATV/UTV does not meet all applicable federal noise and air pollution standards.
- L. ATV/UTV operators or passengers under 18 years of age shall wear protective headgear of the type required under § 347.485 (1)(a), Wis. Stats.
- M. UTV operators and passengers shall have their seat belts fastened, as defined in Sec. 347.48, Wis. Stats.
- N. ATV/UTV operators shall not operate an ATV/UTV equipped with metal studded tires and/or tire chains on or alongside any City street.

### 8. Licenses, Insurance, and Registration

- A. *Drivers License.* Every person who operates an ATV or UTV on a City street shall have on his or her immediate possession a valid motor vehicle operator's license, and shall display the license document upon demand from any law enforcement officer or



official described in § 23.33(12), Wis. Stats. No person who is under current operator license suspension, revocation, or cancellation for any reason, may operate an ATV/UTV upon any City street.

- B. *Insurance.* Every person who operates an ATV or UTV on a City street, and every ATV/UTV operated on a City street, shall carry liability and/or other insurances consistent with Wisconsin State law for the operation of a motorized vehicle. Insurance documentation shall be kept with each ATV/UTV that will be operating on City streets.
- C. *Safety Certificate.* ATV/UTV operators born after January 1, 1988, shall hold a valid safety certificate, carry proof of the valid safety certificate and shall display that proof to a law enforcement officer upon request in accordance with § 23.33 (5)(b), Wis. Stats.
- D. All ATVs and UTVs shall be registered for public use in accordance with WDNR regulations, and proof of registration shall be displayed as required during operation.

### 9. Maintenance of Routes

- A, Designation of segments of the City street system as ATV/UTV routes does not impose upon the City a greater duty of care or responsibility for maintenance of those segments than for any other segment of City street.
- B. Operators of ATV/UTVs on City streets assume all the usual and normal risks of ATV/UTV operation.
- C. The City accepts no liability for the operation of ATVs/UTVs on any City streets under the provisions of this chapter.
- D. The City shall retain the right to close any City street to ATV/UTV operation for special events, street construction/repair, hazards, or other reasons without notice.
- E. The City reserves the right to close or modify ATV/UTV routes at any time.

### 10. Nuisance Activity

- A. *Cruising is prohibited.* No person shall, while operating an ATV or UTV, engage in the practice of cruising on any City street. Cruising is defined as running all or part of the length of roadway multiple times, per day, back and forth, for any purpose other than departing or arriving at their residence, place of lodging, or destination.
- B. *Exhaust system/muffler modifications prohibited.* No person shall operate on a City route any ATV/UTV unless such ATV/UTV is equipped with an adequate muffler in constant operation and properly maintained to prevent any excessive or unusual noise or annoying smoke.

- C. *Radios or electric sound amplification devices.* No person may operate or park, stop or leave standing an ATV/UTV while using a radio or other electric sound amplification device emitting sound from the vehicle that is audible under normal conditions from 75 feet or more, unless the electric sound amplification device is being used to request assistance or warn against an unsafe condition.

### **11. Signage.**

- A. Signs shall be erected at each highway that crosses the City's territorial boundary alerting motorists that all streets under the jurisdiction of the City have been designated as ATV/UTV routes unless otherwise indicated. Any street which is not designated as an ATV/UTV route shall have signs erected at such locations as appropriate to indicate the street is not designated as an ATV/UTV route. The City or its designee shall maintain all route signs within the City.
- B. The City shall assist all-terrain vehicle clubs in creating and circulating a map or maps illustrating the City's ATV/UTV routes.

### **12. Enforcement**

- A. This chapter may be enforced by any law enforcement officer authorized to enforce the ordinances of the City of Wisconsin Rapids and the laws of the State of Wisconsin.
- B. Adoption of this chapter shall not prohibit any law enforcement officer or DNR warden from proceeding under any other ordinance, regulation, statute, law or order that pertains to the subject matter under this chapter.
- C. As a substitute for or in addition to forfeiture actions, the City Attorney may, on behalf of the City, seek enforcement of any and all parts of this chapter by court actions seeking injunction orders or restraining orders and/or pursuing nuisance actions against the violator.

### **13. Penalties**

Any person who violates any section of this chapter or statutes adopted by reference shall pay a forfeiture of not less than \$50 nor more than \$500 for each offense.

### **14. Severability**

Should any portion of this chapter be declared unconstitutional, or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected.

**SECTION II** All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

**SECTION III** This ordinance shall take effect January 1, 2024, following its passage and publication as required by law.

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

PASSED:  
APPROVED:  
PUBLISHED:

## REPORT OF THE PLANNING COMMISSION

Date of Meeting: October 2, 2023

### Report #1

The Planning Commission met at 4:00 p.m. on October 2, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present in the Chambers included Ryan Austin, Eric Daven, and Jeff Marutz. Ben Goodreau and Thad Kubisiak attended via Zoom. Lee Thao and Shane Blaser were absent; Ryan Austin served as Chairperson. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderperson Dennis Polach, Josh Prentice, Shane Ruesch and others as listed on the sign-in sheet.

The meeting was called to order at 4:00 p.m.

1. Approval of the report from August 31, 2023, Planning Commission meeting.

Motion by Marutz to approve the report from the August 31, 2023 Planning Commission meeting;  
second by Daven.

Motion carried (5 – 0)

2. **23-000784; Aspirus Riverview Hospital** - request for a Planned Development District Amendment to modify the existing Planned Development District boundary at 1041 Hill Street (Parcel ID 3408444).

Staff provided a summary and background information for this item. Approval was recommended with the conditions outlined in the staff report.

Public hearing opened at 4:05 p.m.

Mary Molski and Mary Gokey, who both live on Dewey Street, asked for clarification about which properties would be impacted and to what extent. Carrie Edmondson and Kyle Kearns responded. Josh Prentice of REI Engineering provided additional information about the lot line adjustment.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:13 p.m.

Motion by Daven to approve the request for a Planned Development District Amendment to modify the existing Planned Development District boundary at 1041 Hill Street (Parcel ID 3408444) as presented with the staff recommendations:

- 1) Minor or major alterations to the Planned Development District shall be pursuant to Section 11.05.36 of the Zoning Ordinance.
- 2) This proposal has been determined to be a major alteration and can be approved by the Common Council at a regular meeting.
- 3) Approval is contingent upon recordation of the associated lot line adjustment

Second by Marutz.

Motion carried (5 – 0)

3. Rapids Rediscovered grant requests for 851 Gardner Street (Parcel ID 3402985) and five unaddressed

parcels (Parcel ID's 3405230, 3405231, 3405232, 3405233, and 3405234).

Carrie Edmondson provided a summary of the request. Approval was recommended with the conditions outlined in the staff report. Ms. Edmondson pointed out a minor typing error within condition 4.

Commissioner Daven asked about the guidelines for granting funds to applicants and whether it was on a first-come, first-serve basis to which Mr. Kearns responded, adding additional comments about future grant requests.

Motion by Daven to approve the Rapids Rediscovered grant requests for 851 Gardner Street (Parcel ID 3402985) and five unaddressed parcels (Parcel ID's 3405230, 3405231, 3405232, 3405233, and 3405234) with the recommended conditions:

1. Revised elevations shall be submitted to include exterior enhancements subject to review and approval of Community Development Department staff.
2. Finished exterior materials must be low maintenance and durable.
3. A minimum of two shade trees shall be installed within the front yard.
4. The project shall include required grass seeding and tree installation within one year of approval.
5. Zoning district dimensional standards shall be met, along with associated development standards and supplemental use standards.

Second by Marutz

Shane Ruesch added his comments.

Motion carried (5 – 0)

- 4. 23-000907; City of Wisconsin Rapids** – public hearing on a request to amend Chapter 11 – Zoning, specifically Appendix C, Zoning Districts and Dimensional Standards, modifying floor area requirements for residential districts.

Kyle Kearns provided a synopsis of the request.

Public hearing opened at 4:30 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:31 p.m.

Motion by Marutz to approve the request to amend Chapter 11 – Zoning, specifically Appendix C, Zoning Districts and Dimensional Standards, modifying floor area requirements for residential districts; second by Austin.

Motion carried (5 – 0)

- 5. Adjourn**

Motion by Daven to adjourn the meeting; second by Marutz.

Motion carried (5 – 0)

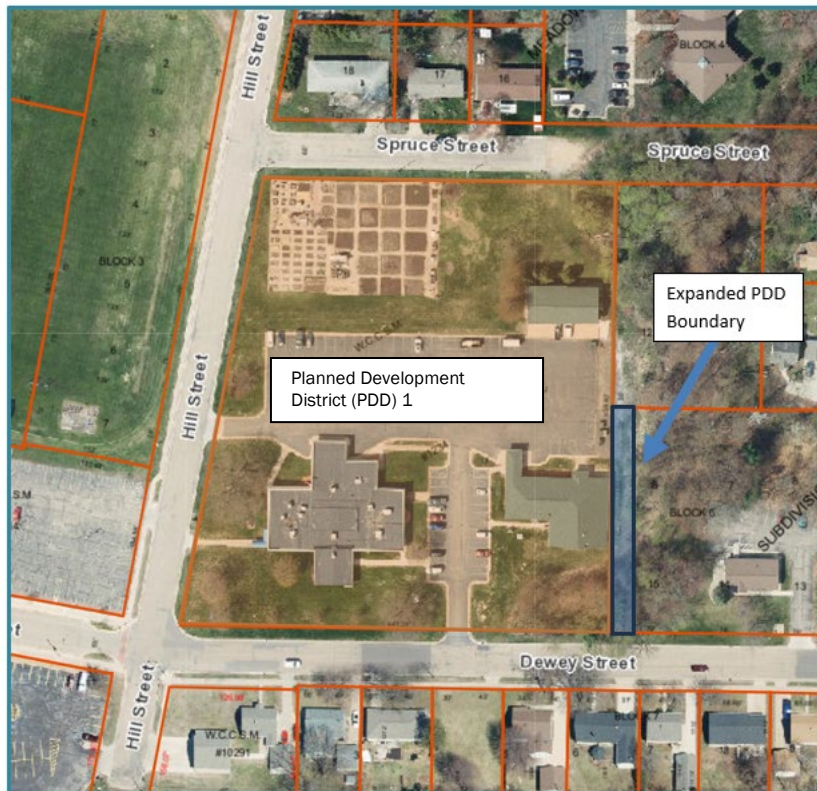
Meeting adjourned at 4:32 p.m.

ORDINANCE NO. MC\_\_\_\_\_  
CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING THE OFFICIAL ZONING MAP - CHAPTER 11 OF THE ZONING CODE - TO DESIGNATE PLANNED DEVELOPMENT DISTRICT #4 AT A PORTION OF 449 DEWEY STREET (PARCEL ID 3408445), ZONED R-2 MIXED RESIDENTIAL ZONING DISTRICT.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS DOES ORDAIN AS FOLLOWS:

- SECTION I      The Official Zoning Map of the City of Wisconsin Rapids is hereby amended to create a Planned Development overlay District at a portion of 449 DEWEY STREET, Parcel ID 3408445, zoned R-2 Institutional District and further shown below and on the attached Certified Survey Map.
- SECTION II     The Planned Development District Precise Implementation Plan shall adhere to the following conditions of approval for the existing Planned Development District, as amended:



1. The zoning exceptions granted through this PUD amendment are limited to:
  - a. The required setback from the south property line along East Riverview Expressway is reduced from 25 feet down to 0 feet for those portions of the hospital constructed prior to January 1, 2018.
  - b. Parking and vehicle use areas existing prior to January 1, 2018 may be located up to the south property line along East Riverview Expressway.
  - c. An ambulance garage shall be a permitted use.

2. The ambulance garage shall be constructed in conformance with the site and building plans submitted by Eppstein Uhen Architects. Materials used on the exterior of the building shall be similar to the adjacent single-family home. Ambulances entering the garage shall not sound a horn or alarm.
3. Construction staging shall take place on Riverview Hospital Association owned property only, unless otherwise approved by the City Council.
4. The existing conditions outlined in the previous PUD approvals of 2003, 2007, and 2013 shall still apply. However, the PUD boundaries previously set shall be modified as shown on the attached Exhibit Map.
5. The applicant shall in good faith, continue discussions with the City regarding the possibility of vacating portions of Dewey Street and Hill Street and the use or vacation of portions of the East Riverview Expressway with the goal of reaching an agreement on the items by the end of 2018.
6. An Emergency Fire Lane/Access Plan shall be prepared and submitted to the City for review and approval as part of any site plans and prior to commencement of any further construction of buildings or modifications to accessways in the PUD district. Said plan shall include minimum requirements for maintaining fire and police access to the hospital and associated uses within the PUD.
7. Compliance with all other applicable codes and ordinances

SECTION III     The Community Development Director is hereby directed to change the Official Zoning Map of the City of Wisconsin Rapids to conform to the provisions of this Ordinance, and said Map is declared amended accordingly.

SECTION IV     This ordinance shall take effect upon passage and publication.

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

ADOPTED: OCTOBER 17, 2023

APPROVED: OCTOBER 17, 2023

PUBLISHED:





ORDINANCE NO. MC

CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING PORTIONS OF CHAPTER 11, APPENDIX C, RESIDENTIAL DISTRICTS – RESIDENTIAL FLOOR AREA MINIMUM OF THE ZONING CODE.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS DOES ORDAIN AS FOLLOWS:

SECTION I Chapter 11, Appendix C - Zoning Districts and Dimensional Standards, Rural Residential (RR) district shall hereby be amended to read as follows:

Dimensional Standards

Lot Standards	Additional Details	Illustration Symbol	
Residential Floor Area, minimum	s. 11.06.111	-	1,000 square feet, minimum

SECTION II Chapter 11, Appendix C - Zoning Districts and Dimensional Standards, Single-Family Residential (R-1) district shall hereby be amended to read as follows:

Dimensional Standards

Lot Standards	Additional Details	Illustration Symbol	
Residential Floor Area, minimum	s. 11.06.111	-	900 square feet, minimum

SECTION III Chapter 11, Appendix C - Zoning Districts and Dimensional Standards, Mixed Residential (R-2) district shall hereby be amended to read as follows:

Dimensional Standards

Lot Standards	Additional Details	Illustration Symbol	
Residential Floor Area, minimum	s. 11.06.111	-	900 square feet, minimum; 800 square feet for duplex per unit

SECTION IV Chapter 11, Appendix C - Zoning Districts and Dimensional Standards, Multi-Family Medium Density Residential (R-3) district shall hereby be amended to read as follows:

Dimensional Standards

Lot Standards	Additional Details	Illustration Symbol	
Residential Floor Area, minimum	s. 11.06.111	-	700 square feet for each dwelling unit; 600 for efficiency

SECTION V Chapter 11, Appendix C - Zoning Districts and Dimensional Standards, High Density Residential (R-4) district shall hereby be amended to read as follows:

Dimensional Standards

Lot Standards	Additional Details	Illustration Symbol	
Residential Floor Area, minimum	s. 11.06.111	-	700 square feet for each dwelling unit; 600 for efficiency

SECTION VI All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION VII This ordinance shall take effect upon passage and publication.

\_\_\_\_\_  
Shane E. Blaser, Mayor

\_\_\_\_\_  
Jennifer M. Gossick, City Clerk

ADOPTED: OCTOBER 17, 2023

APPROVED: OCTOBER 17, 2023

PUBLISHED:

**Report of the Finance and Property Committee**

Matt Zacher, Chairperson  
Jay Bemke

Date of Meeting: October 3, 2023  
Reported to Council: October 17, 2023

The Finance and Property Committee met at 4:01 p.m. on Tuesday, October 3, 2023, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present.

1. Call to Order  
**Chairperson Zacher called the meeting to order at 4:01 p.m.**
2. Presentation by the Heart of Wisconsin Chamber of Commerce and request for funding from the City of Wisconsin Rapids for 2024  
**Staci Kivi, President / CEO, gave a presentation to the Finance and Property Committee on the \$25,000 Heart of Wisconsin Chamber of Commerce 2024 budget request. No action was taken.**
3. Consider for approval an Agreement for EMS services with the Town of Saratoga  
**It was moved by Benke, seconded by Veneman to approve an agreement for EMS services with the Town of Saratoga (Attachment No. 1). Motion carried.**
4. Consider for approval an Agreement for EMS services with the Village of Port Edwards  
**It was moved by Veneman, seconded by Bemke to approve an agreement for EMS services with the Village of Port Edwards (Attachment No. 2). Motion carried.**
5. Consider a request from the Park and Recreation Department to apply for an Urban Forestry Grant through the DNR and to utilize \$5,000 from the Park Outlay account  
**It was moved by Veneman, seconded by Bemke to approve the Park and Recreation Department to apply for a DNR Urban Forestry Grant in the amount of \$5,000 with a local match of \$5,000 to be funded from the Park Department Outlay account. Motion carried.**
6. Budget Amendment Resolution No. 3  
**It was moved by Bemke, seconded by Veneman to approve Budget Amendment No. 3 (Attachment No. 3). Motion carried.**
7. Budget discussion  
**Finance Director Desorcy gave an update on the 2024 Budget. No action was taken.**
8. Audit of the bills  
**It was moved by Bemke, seconded by Veneman to approve check no. 18607 to 18923. Motion carried.**
9. Set next meeting date  
**The next meeting of the Finance and Property Committee is scheduled for Tuesday, November 7, 2023, at 4:00 p.m. in the Council Chambers.**
10. Adjournment  
**It was moved by Zacher, seconded by Veneman to adjourn. Motion carried and the meeting adjourned at 4:39 p.m.**



## Letter of Intent – 2024 City of Wisconsin Rapids Funding Request

City of Wisconsin Rapids-Common Council,

Through partnerships and coordinated efforts, the Heart of Wisconsin Incubator (Foundation) and the Heart of Wisconsin Chamber of Commerce respectfully request \$25,000 to continue to enhance the economic development mission of the Wisconsin Rapids area. The mission of empowering business is something we as an organization are passionate about. We wholeheartedly believe in enhancing employment growth and promoting opportunities for business development areas.

The Heart of Wisconsin Chamber of Commerce kindly requests the opportunity to speak with the common council to educate and explain the exponential benefits that City receives by being an critical economic development partner with the Chamber. We appreciate all of the support and collaboration we have with the City of Wisconsin Rapids and want to not only continue this but elevate it to provide benefits for all Wisconsin Rapids citizens.

Our mission at the Heart of Wisconsin Chamber of Commerce is to strengthen the local economy and enhance quality of place. We promote and encourage growth in the Wisconsin Rapids area. The combined efforts of the HOW Incubator (Foundation) and the Chamber continues to grow to address the needs in the area. These initiatives have the organization working with local, regional, and state programs that engage in education, businesses and the communities to retain and attract skilled talent to the community. Additionally, these efforts are propelled with marketing, promotions, and advertisements for tourism. The collaborative efforts, with the Wisconsin Rapids Convention and Visitor Bureau, and City of Wisconsin Rapids work on maximizing the benefits to all of the Wisconsin Rapids area.

The Heart of Wisconsin Chamber is a leader for business. In an effort to address the needs of those businesses, we conduct Business Retention and Expansion Visits. These visits are crucial to understanding threats to the business community. It is imperative that their needs are met to ensure that the economy of our area remains vibrant.

In understanding those needs, some focus areas for 2024 are Workforce Development, Business & Entrepreneurship, and Local Area Business Marketing. Below are some specific items that the Chamber will be looking to continue and expand to help assist these areas.

### **Workforce Development**

Coordinate career awareness programs through the local area schools with local businesses in attendance, in addition to post-secondary educators. It is essential to have a stable workforce active in Wisconsin Rapids. Providing collaborative programs to the youth, entry-level, and senior workforce is crucial to engaging in Wisconsin Rapids. Many of these efforts align with the Entrepreneurial Ecosystem as well.

- Continue the growth with K-12 educators and influencers to develop career opportunities to encourage businesses to engage with post-secondary education.
- Coordinate career awareness programs through the local area schools with local businesses in attendance.
  - Promotion of apprenticeships with local high schools and Mid-State Technical College. Students receive opportunities to view the community and make decisions that allow them to gain the skills necessary to contribute to our local economy in the future.

The logo features a stylized blue wave graphic above the text "Heart of Wisconsin" in a serif font, with "Heart of" in red and "Wisconsin" in grey. Below this, "Chamber of Commerce" is written in a blue serif font, separated by a horizontal line.

# Heart of Wisconsin Chamber of Commerce

- Investigate and possible implantation of job shadowing opportunities to connect youth from Wisconsin Rapids to local businesses.
- Re-design of our Teen Leadership Program in partnership with Mid-State Technical College to include DPI Assessment and earning a credit upon completion of the program in order for the youth participating to gain tangible outcomes. The program will also include a focus on job career clusters for each of the sessions with tours of businesses that pertain to that session's careers. This will show the youth in our community the career opportunities that lie within Wood County.
- Continue to partner with post-secondary educators to address issues within the area regarding workforce needs.
  - Promote Mid-State Technical College programs that feature local manufacturers and local industry needs in the business community including Culinary, Manufacturing, Nursing and Agriculture.
  - Promote Certificate programs with Mid-State Technical College.
  - Assist with Broadband Strategy within the REDI Grant for developing infrastructure.
- Collaborate with Workforce Development, Higher Education & Business Leaders in the area to promote new career opportunities and learning as needed in the area businesses from Business Retention and Expansion visits.
  - Evaluate current workforce initiatives. Current initiatives include the development of childcare access, human resource development, and regional marketing.
  - Contribute/host job fairs and information sessions that attract and retain quality workers.

## **Return On Investment**

- 1. Bring awareness to area students on careers available in Wisconsin Rapids. These programs promote the local business community to students and the opportunity for work.**
- 2. Assist in collaborative efforts on childcare sustainability in Wisconsin Rapids. Having available childcare will increase participation in the workforce in Wisconsin Rapids.**
- 3. 5,629 out of 8,080 of the Wisconsin Rapid's workforce commutes to the City. By providing Broadband support, this will allow for Wisconsin Rapid's workforce to be connected and able to work virtually if needed.**

## **Business & Entrepreneurial Support**

Provide counseling, training, forums, and programs to entrepreneurs to assist with business formation and growth with the county.

- Facilitate, promote, and develop growth in businesses through access to Revolving Loan Funds for local entrepreneurs.
- Continue to facilitate information for ALL businesses in the area.
- Specific sessions on business issues such as Agriculture, Transportation, and Housing with local and state elected officials.
- Continue to lead and facilitate Business Retention and Expansion Visits. These visits include learning and assessing business needs and growth within Wood County.
- Host local Leads Group. The Leads Group consists of local businesses that shares leads to other members and expose information on their businesses. There are currently 24 members.
- Continue to host network development events to continue the promotion and growth of local

The logo for the Heart of Wisconsin Chamber of Commerce. It features a stylized blue wave graphic above the text "Heart of Wisconsin" in a serif font, with "Heart" in red and "of Wisconsin" in blue. Below this, "Chamber of Commerce" is written in a larger, blue serif font, separated by a thin horizontal line.

# Heart of Wisconsin Chamber of Commerce

businesses.

- Continue collaborating with the State of Wisconsin, regional and county partners to enhance broadband coverage.

## **Return On Investment**

1. **New businesses increase the tax base and retain quality business professionals in Wisconsin Rapids.**
2. **Access to promote local updates to community and businesses, for example, the August Coffee with the Chamber event where Kyle will give a City Economic Development Update.**
3. **The Chamber is in partnership with the City on training programs for local businesses. The Chamber and Kyle are currently working on business trainings.**
4. **The Chamber is a conduit between the City and businesses within the area.**
5. **The City receives invitations to participate in state events and advocacy efforts. The City also receives invitations to engage state staff and WEDC through the Heart of Wisconsin Chamber.**
6. **The Chamber hosts two Legislative Breakfasts per year. This allows City officials the opportunity to speak on their platform to the area residents.**

## **Local Area Business Marketing**

Continue to develop targeted campaigns including ads and flyers, website enhancements, and social media to attract new or relocating businesses, as well as promote things happening in the area.

- Continue to work with the City of Wisconsin Rapids on a collaborative marketing effort for the area.
  - Promote "Shop Local Buy Local" with two events per year geared to help promote the small businesses (Small Business Saturday and Sip, Shop, Support Local).
  - Promote and produce local quality of life events that give exposure not only to the businesses, but the continual growth in the community.
  - Respond and connect site selectors, local businesses, and RFI Requests.
  - Provide in-office hours for community members to acquire area maps, snowmobile maps, information on trails, chamber gift certificates and much more.
- Participate with local media sources and outlets to develop material that promotes the area.
  - Create and distribute economic profile, which includes local and regional collected data.
  - Personal invitations from the organization to the city for participation with local media such as interviews on the local news station, invitations to exclusive information releases, ribbon cuttings and more.
  - Redesign of the Chamber's website to go live in 2024 to allow for ease of access to find valuable local resources.
  - Develop a local campaign to highlight area businesses in 2024 "Meet with 100 businesses in 100 days."
  - Continue researching other social media channels to promote the Wisconsin Rapid's area such as Instagram, Tik Tok, podcasts, etc..



# Heart of Wisconsin Chamber of Commerce

- The Heart of Wisconsin Chamber is one of the area contributors to the Central to Success Campaign. This Campaign will showcase the region, including Wisconsin Rapids, and focuses on retention and attraction to the area. Wisconsin Rapids will be one of the featured communities within this campaign. This will attract more outside visitors to the area, which in turn will increase exposure and tax revenue for the City of Wisconsin Rapids.
- Continue to hold Community Events within Wisconsin Rapids to promote the downtown area and increase the city's tax revenue.
  - Cranberry Blossom Arts & Crafts Vendor Fair
  - Cranberry Blossom Parade
  - Lunch By the River
  - Sip, Shop, Support Local
  - Downtown Grand Affair
  - Small Business Saturday
  - Rekindle the Spirit Parade

## Return on Investment

1. **By promoting two shop local campaigns per year, this increases the tax revenue for the City of Wisconsin Rapids by a minimum of \$20,000 annually.**
2. **By being a part of the Central to Success Campaign, more visitors and residents will spend dollars locally and increase local tax revenue.**
3. **Lunch By the River brings in over \$40,000 annually in tax revenue for the City of Wisconsin Rapids.**
4. **Estimated Visitor Economic Impact dollar amount for the following Chamber events**
  - **Cranberry Blossom Arts & Crafts Vendor Fair = \$79,725.00**
  - **Downtown Grand Affair = \$113,454.00**

We appreciate the time and consideration from the City of Wisconsin Rapids. The continued support from the City will allow the Chamber to continue hosting programming and events in Wisconsin Rapids and to help address local business needs.

Sincerely,



Staci Kivi  
President/CEO, Heart of Wisconsin Chamber of Commerce

## **EMERGENCY SERVICES AGREEMENT**

### **CITY OF WISCONSIN RAPIDS AND TOWNSHIP OF SARATOGA 2024-2027**

This Agreement is made and entered into this \_\_\_\_\_ day of October, 2023, by and between the City of Wisconsin Rapids, a Wisconsin municipal corporation (hereinafter referred to as "City"), and the Township of Saratoga (hereinafter referred to as "Saratoga").

WHEREAS, the parties have the authority to provide emergency ambulance service within their respective governmental jurisdiction; and

WHEREAS, City operates its emergency ambulance service under the authority of §62.133, Wis. Stats.; and

WHEREAS, Saratoga can contract with an ambulance service provider under the authority of §60.565, Wis. Stats.; and

WHEREAS, Saratoga wishes to contract with City for exclusive emergency ambulance services in Saratoga, and City wishes to provide exclusive emergency ambulance services to Saratoga; and

WHEREAS, the parties are authorized to contract with each other for ambulance services under §66.0301, Wis. Stats.;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises hereinafter set forth, the parties hereto have agreed and hereby agree as follows:

1. TERM:

The term of this Agreement shall be for a period of four (4) years, commencing January 1, 2024, and ending December 31, 2027.

2. PAYMENT:

In consideration of the services to be provided by City to Saratoga pursuant to the provisions of this Agreement, Saratoga shall pay to City \$25.00 per capita in 2024, \$25.00 per capita in 2025, \$26.00 per capita in 2026, and \$26.00 per capita in 2027. The figures used to determine the population of Saratoga shall be as estimated for January 1 of each year by the Wisconsin Department of Administration's Demographic Services. Payments for each year shall be made in two equal installments, due on January 1 and July 1 of each year. If payment is not made, a late fee of 1.5% of the unpaid balance will be assessed monthly.

3. SERVICES PROVIDED:

- a. City shall provide Advanced Life Support emergency ambulance services twenty-four (24) hours per day, seven (7) days per week, to responses within the boundaries of the Township of Saratoga. Each responding ambulance will be staffed with a minimum of two (2) Paramedics.



- b. City shall be the designated primary EMS response agency to provide emergency ambulance service within the jurisdictional boundaries of the Township of Saratoga. Saratoga agrees that it will not contract with or allow any other emergency medical service or emergency ambulance service, municipal or private, to provide or duplicate the emergency ambulance services provided herein for the duration of the time period that this Agreement is in effect. All 911 and emergency ambulance calls to the Wood County Dispatch Center for the Township of Saratoga shall be relayed to the City of Wisconsin Rapids Fire Department.
- c. City must provide and pay for all administration, insurance, professional expertise, labor, materials, vehicles and equipment necessary to respond to all emergency calls.

#### 4. RESPONSE TIME

Average response time is expected to be six (6) to eight (8) minutes, with an expected response time of eight minutes or less 80% of the time.

#### 5. RATES FOR SERVICE:

City shall directly bill a “user fee” to the patient (or the appropriate person or payer who is responsible for payment) for all emergency ambulance services provided in Saratoga. These rates will be set by the City’s Common Council. All Saratoga residents shall receive the City of Wisconsin Rapids resident rate. Ambulance services for patients who are not Township of Saratoga residents will be billed at a non-residential rate, even if the call occurs within the Township of Saratoga limits. Saratoga shall have no financial responsibility associated with patient care or uncollected debts.

#### 6. EMS TRAINING:

City will provide a three hour EMS training session to Saratoga First Responders each month to assist the responders in working with City staff and help them meet their refresher training hours. Times for the training will be mutually agreed upon by City and Saratoga First Responders. City will provide Saratoga a \$10 stipend per ambulance call when at least two First Responders arrive to assist City. These payments shall be made quarterly. Saratoga First Responders shall be added to the City’s Fire Department’s State of Wisconsin EMS roster.

#### 7. OPERATIONAL REPORTS:

City will present an operational report to Saratoga at a regular Township meeting in October of each year. This meeting is intended to provide a forum for Saratoga to receive information and inquire about the operations and practices of the City’s ambulance service, and review the previous year’s activities and statistics.

#### 8. LEGAL RELATIONSHIP:

The legal relationship of the parties shall be that of an Independent Contractor. City’s ambulance employees shall at all times be employees of the City of Wisconsin Rapids and not of the Township of Saratoga.

9. LIABILITY INSURANCE:

City shall maintain throughout the term of this Agreement liability insurance covering emergency ambulance services provided by City of the following coverage types and policy limits:

- a. Vehicle liability insurance for bodily injury and property damage with a combined single limit of \$1,000,000 per vehicle and \$6,000,000 occurrence.
- b. General liability and Professional Liability insurance for bodily injury, personal injury, and property damage with a minimum \$1,000,000 per occurrence, claim, or incident and \$2,000,000 annual aggregate.
- c. Worker's Compensation insurance as required under Wisconsin Statutes.

10. NO WAIVER:

Nothing contained within this Agreement is intended as a waiver or estoppel of the City of Wisconsin Rapids or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin Statutes §345.05 and §893.80. To the extent that indemnification is available and enforceable, the City of Wisconsin Rapids or its insurer shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established by Wisconsin law.

11. NO ASSIGNMENT:

This Agreement may not be assigned by either party.

12. FORCE MAJEURE:

Neither party shall be responsible nor deemed to be in default on account of delays in performance of this Agreement due to causes beyond the party's control and not occasioned by its fault or negligence, including but not limited to acts of God, civil war, insurrections, strikes, sabotage, riots, fires, floods, explosions, earthquakes, hazardous radiation, serious accidents, any act of government (provided that a party is not excused by its own acts), failure of transportation, failure of machines or equipment, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this section) to perform their contracts or labor troubles causing cessation, slow-down or interruption of work, provided such cause is beyond the party's control.

13. AMENDMENTS:

No amendment, modification, termination, or waiver of any provisions of this Agreement, nor consent to any departure from this Agreement shall in any event be effective unless the same shall be in writing and signed by both parties, and such waiver and consent shall be effective only in the specific instance and only for the specific purpose for which given.

14. SEVERABILITY OF PROVISIONS AND CONSTRUCTION:

The terms of this Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. If any provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid, unenforceable, or otherwise not in conformity with the laws of the State of Wisconsin, then the remainder of the Agreement shall not be affected thereby and each provision of the Agreement shall be valid and enforceable to the fullest extent permitted by law.

IN WITNESS WHEREOF, the City of Wisconsin Rapids has caused this agreement to be executed in its name by its Mayor and countersigned by its Clerk; and the Township of Saratoga has caused this Agreement to be executed by its Board.

CITY OF WISCONSIN RAPIDS

TOWNSHIP OF SARATOGA

By: \_\_\_\_\_  
Shane E. Blaser, Mayor

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Jennifer M. Gossick, City Clerk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EMERGENCY SERVICES AGREEMENT**

### **CITY OF WISCONSIN RAPIDS AND VILLAGE OF PORT EDWARDS 2024-2027**

This Agreement is made and entered into this \_\_\_\_\_ day of October, 2023, by and between the City of Wisconsin Rapids, a Wisconsin municipal corporation (hereinafter referred to as "City"), and the Village of Port Edwards (hereinafter referred to as "Port Edwards").

WHEREAS, the parties have the authority to provide emergency ambulance service within their respective governmental jurisdiction; and

WHEREAS, City operates its emergency ambulance service under the authority of §62.133, Wis. Stats.; and

WHEREAS, Port Edwards can contract with an ambulance service provider under the authority of §61.64, Wis. Stats.; and

WHEREAS, Port Edwards wishes to contract with City for exclusive emergency ambulance services in Port Edwards, and City wishes to provide exclusive emergency ambulance services to Port Edwards; and

WHEREAS, the parties are authorized to contract with each other for ambulance services under §66.0301, Wis. Stats.;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises hereinafter set forth, the parties hereto have agreed and hereby agree as follows:

1. TERM:

The term of this Agreement shall be for a period of four (4) years, commencing January 1, 2024, and ending December 31, 2027.

2. PAYMENT:

In consideration of the services to be provided by City to Port Edwards pursuant to the provisions of this Agreement, Port Edwards shall pay to City \$25.00 per capita in 2024, \$25.00 per capita in 2025, \$26.00 per capita in 2026, and \$26.00 per capita in 2027. The figures used to determine the population of Port Edwards shall be as estimated for January 1 of each year by the Wisconsin Department of Administration's Demographic Services. Payments for each year shall be made in two equal installments, due on January 1 and July 1 of each year. If payment is not made, a late fee of 1.5% of the unpaid balance will be assessed monthly.

3. SERVICES PROVIDED:

- a. City shall provide Advanced Life Support emergency ambulance services twenty-four (24) hours per day, seven (7) days per week, to responses within the boundaries of the Village of Port Edwards. Each responding ambulance will be staffed with a minimum of two (2) Paramedics.

- b. City shall be the designated primary EMS response agency to provide emergency ambulance service within the jurisdictional boundaries of the Village of Port Edwards. Port Edwards agrees that it will not contract with or allow any other emergency medical service or emergency ambulance service, municipal or private, to provide or duplicate the emergency ambulance services provided herein for the duration of the time period that this Agreement is in effect. All 911 and emergency ambulance calls to the Wood County Dispatch Center for the Village of Port Edwards shall be relayed to the City of Wisconsin Rapids Fire Department.
- c. City must provide and pay for all administration, insurance, professional expertise, labor, materials, vehicles and equipment necessary to respond to all emergency calls.

#### 4. RESPONSE TIME

Average response time is expected to be six (6) to eight (8) minutes, with an expected response time of eight minutes or less 80% of the time.

#### 5. RATES FOR SERVICE:

City shall directly bill a “user fee” to the patient (or the appropriate person or payer who is responsible for payment) for all emergency ambulance services provided in Port Edwards. These rates will be set by the City’s Common Council. All Port Edwards residents shall receive the City of Wisconsin Rapids resident rate. Ambulance services for patients who are not Village of Port Edwards residents will be billed at a non-residential rate, even if the call occurs within the Village of Port Edwards limits. Port Edwards shall have no financial responsibility associated with patient care or uncollected debts.

#### 6. EMS TRAINING:

City will provide a three hour EMS training session to Port Edwards First Responders each month to assist the responders in working with City staff and help them meet their refresher training hours. Times for the training will be mutually agreed upon by City and Port Edwards First Responders. City will provide Port Edwards a \$10 stipend per ambulance call when at least two First Responders arrive to assist City. These payments shall be made quarterly. Port Edwards First Responders shall be added to the City’s Fire Department’s State of Wisconsin EMS roster.

#### 7. OPERATIONAL REPORTS:

City will present an operational report to Port Edwards at a regular Village meeting in October of each year. This meeting is intended to provide a forum for Port Edwards to receive information and inquire about the operations and practices of the City’s ambulance service, and review the previous year’s activities and statistics.

#### 8. LEGAL RELATIONSHIP:

The legal relationship of the parties shall be that of an Independent Contractor. City’s ambulance employees shall at all times be employees of the City of Wisconsin Rapids and not of the Village of Port Edwards.

9. LIABILITY INSURANCE:

City shall maintain throughout the term of this Agreement liability insurance covering emergency ambulance services provided by City of the following coverage types and policy limits:

- a. Vehicle liability insurance for bodily injury and property damage with a combined single limit of \$1,000,000 per vehicle and \$6,000,000 occurrence.
- b. General liability and Professional Liability insurance for bodily injury, personal injury, and property damage with a minimum \$1,000,000 per occurrence, claim, or incident and \$2,000,000 annual aggregate.
- c. Worker's Compensation insurance as required under Wisconsin Statutes.

10. NO WAIVER:

Nothing contained within this Agreement is intended as a waiver or estoppel of the City of Wisconsin Rapids or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin Statutes §345.05 and §893.80. To the extent that indemnification is available and enforceable, the City of Wisconsin Rapids or its insurer shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established by Wisconsin law.

11. NO ASSIGNMENT:

This Agreement may not be assigned by either party.

12. FORCE MAJEURE:

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IN WITNESS WHEREOF, the City of Wisconsin Rapids has caused this agreement to be executed in its name by its Mayor and countersigned by its Clerk; and the Village of Port Edwards has caused this Agreement to be executed by its Trustees.

CITY OF WISCONSIN RAPIDS

VILLAGE OF PORT EDWARDS

By: \_\_\_\_\_  
Shane E. Blaser, Mayor

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Jennifer M. Gossick, City Clerk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EMERGENCY SERVICES AGREEMENT**

### **CITY OF WISCONSIN RAPIDS AND VILLAGE OF PORT EDWARDS 2024-2027**

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3. SERVICES PROVIDED:

- a. City shall provide Advanced Life Support emergency ambulance services twenty-four (24) hours per day, seven (7) days per week, to responses within the boundaries of the Village of Port Edwards. Each responding ambulance will be staffed with a minimum of two (2) Paramedics.





## CITY OF WISCONSIN RAPIDS

### Resolution No. 19 (2023)

### 2023 Budget Amendment No. 3

**WHEREAS**, in 2023 the City received non-budgeted revenues from a variety of sources including, but not limited to, grants, donations, and other non-budgeted revenues that are designated for a specified purpose or a reimbursement for an existing expenditure; and in order to recognize and transfer the revenue to the budget accounts where they will be expended, the non-budgeted revenues need to be appropriated to the specified expenditure accounts; and

**WHEREAS**, certain expenditures were incurred in 2023 that were not anticipated and included in the 2023 budget; and

**THEREFORE, BE IT RESOLVED**, by a majority vote of the entire City of Wisconsin Rapids Common Council government body that the 2023 budget be amended as follows:

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to publish a class 1 notice of this resolution in the City's official newspaper within 10 days of adoption by the Common Council.

Expenditure Account Name	Account No.	Amount	Revenue Account Name	Account No.	Amount
<b>General Fund</b>					
Police & Fire Commission	(1) 51100.56101	\$ 37,500			\$ -
Board of Review	51105.51105	75			-
Other City Property	(4) 51401.56101	22,500			-
Other Tax Refunds	(5) 51404.56101	5,774			-
Humane Society	(6) 58101.53501	10,000			-
Cemetery	(7) 58102.51101	7,500			-
Contingency	51560.55735	(50,256)			-
Non-lapsing Funds	51560.56106	(33,093)			-
<b>Grants and Donations Fund</b>					
EDA Grant	(2) 56212.53501	4,410	EDA Grant - CFDA #11.307	20645.51550	4,410
WI DOA LEA Grant - CFDA # 21.027	(3) 56212.53501	47,592	WI DOA LEA Grant - CFDA # 21.027	20645.51551	47,592
K-9 Donations	(8) 52102.55126	1,844	K9 Donations	20647.41559	1,844
Zoo Donations	(9) 55802.55118	7,103	Zoo Donations	20647.41560	7,103
Dog Park Donations	(10) 55802.55136	1,436	Dog Park Donations	20647.41564	1,436
<b>Mass Transit Fund</b>					
Mass Transit Outlay	(11) 64216.58100	17,000	Fund Balance Applied	20850.49300	17,000
<b>Public Works Construction Fund</b>					
Cost of Issuance	(12) 57401.57500	100	Proceeds of Long-term Debt	4050.49900	(420,000)
Transfer to Debt Service Fund	59404.55911	36,864	Bond Premium	40450.49100	51,182
		-	Fund Balance Applied	40450.49300	405,782
<b>Tax Incremental District No. 6</b>					
Professional Fees	(13) 51113.56101	2,988	Fund Balance Applied	40550.49300	2,988
<b>Tax Incremental District No. 7</b>					
Professional Fees	(14) 51114.56101	150	Fund Balance Applied	40550.49300	150
<b>Tax Incremental District No. 8</b>					
Professional Fees	(15) 51111.56101	150	Fund Balance Applied	40950.49300	150
<b>Total</b>		<b>\$ 119,637</b>			<b>\$ 119,637</b>

Adopted the 17th day of October, 2023

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

## RESOLUTION NOTES

- (1) Wisconsin Rapids Police Department organizational review / study and Police Chief recruiting process conducted by Community Security Solutions, LLC.

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- (2) Expenditures related to the EDA Grant for redevelopment services performed by Vandewalle & Associates, Inc. for the mill site location.

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- (3) The City received a \$47,592 a Local Law Enforcement Agency Initiative grant from the WI DOA for eligible law enforcement expenditures.

---

- (4) Expenses related to the Ron Bohn easement litigation settlement.

---

- (5) A personal property tax settlement resulted in a tax refund for Specialty Minerals for the 2020 and 2022 tax years. A portion of the \$5,774 refund will be reimbursed by the other taxing jurisdictions in 2024.

---

- (6) The \$10,000 increase in the 2023 Human Society contract was not included in the Humane Society budget line item.

---

- (7) Additional labor expended by City crews for maintenance activities at the Forest Hill Cemetery.

---

- (8) Donations received for the Police Department's K-9 program. The funds are designated for future K-9 Program related expenditures.

---

- (9) Donations and zoo feed revenues that the City receives are placed in a separate account and designated for City Zoo projects and maintenance.

---

- (10) Donations received for the City's new dog park. The donations will be utilized to maintain the facility.

---

- (11) On occasion there is a need to purchase new vehicles for the City's mass transit program. The purchases are funded with grant funds and proceeds from the sale of other vehicles.

---

- (12) Budget adjustments to reflect the actual activity for the 2023 debt issuance.

---

- (13) Cost related to the required financial audit of Tax Incremental District No. 6.

---

- (14) Costs related to WI DOR filing fees for Tax Incremental District No. 7.

---

- (15) Costs related to WI DOR filing fees for Tax Incremental District No. 8.

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## REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Ryan Austin

Dennis Polach

Date of Meeting: 10/5/2023  
Reported to Council: 10/17/2023

The Public Works Committee met on Thursday, October 5th, 2023 in the Council Chambers at City Hall. All members were present. Others attending are listed below.

1. Call to order

The meeting was called to order at 4:00 PM

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider approval of a public art crosswalk at the intersection of Lincoln Street and Birch Street/Peach Street.

Motion by Austin, second by Polach to approve the public art crosswalk. Motion carried (3-0).

4. Consider a preliminary resolution for public work and improvements on McKinley Street between 8<sup>th</sup> Ave N and 14<sup>th</sup> Ave N proposed for construction in 2025.

Motion by Austin, second by Rayome to approve the preliminary resolution for public work and improvements. Motion carried (3-0).

5. Review Referral List

The referral list was reviewed.

6. Set Next Meeting Date

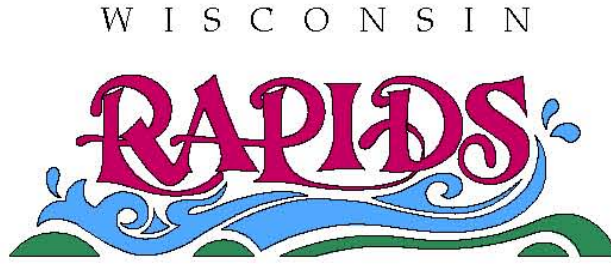
The next regularly scheduled meeting is set for Thursday, November 9<sup>th</sup> at 5pm.

7. Adjourn

Motion by Austin, second by Rayome to adjourn at 4:28 PM. Motion carried (3-0).

**Others in attendance:**

See sign-in sheet.



## PUBLIC WORKS DEPARTMENT

1411 CHASE STREET  
WISCONSIN RAPIDS, WI 54495  
(715) 421-8218 FAX (715) 421-8281

### **SEPTEMBER 2023**

#### ***Refuse and Recycling***

- Garbage Collection estimate 396.8 tons, 421 tons in 2022
- Recycling Collection estimate 85.81 tons, 92.92 tons in 2022

#### ***Construction***

##### **Oak Street (East Jackson Street – 16<sup>th</sup> ST N)**

- Backfilled Curb and Gutter and placed and leveled topsoil
- Seeded and completed restoration from 12<sup>th</sup> St – 16<sup>th</sup> St
- Started Sign Installation
- Removed existing Asphalt and shaped for pavement, scheduled for 10/04

##### **9<sup>th</sup> Ave (High Street – Freemont)**

- Backfilled Curb and Gutter and shaped for sidewalk
- Placed and leveled topsoil
- Seeded and completed restoration
- Built retaining walls where needed
- Removed existing Asphalt and shaped for pavement, scheduled for 10/03

##### **Shorewood Terrace (1<sup>st</sup> Street North – Dead End)**

- Removed existing pavement, curb and gutter, sidewalk and black dirt from 300' of the project
- Installed 300' of 8" Sanitary
- 2 – 4" or 6" services
- Installed 300' of 6" Watermain
- Installed 2 – Storm Manholes
- Installed 6 – Storm Catch Basins
- 50' of 15" Concrete Storm Pipe
- Installed 900' of 6" drain Tile
- Installed 96' of 8" perforated, 86' of 12" perforated, and 300' of 15" perforated Storm Pipe
- Sub graded entire job and placed road base to prepare for curb

##### **Apricot/ Broadway Street Intersection**

- Removed asphalt, Curb and Gutter, Trees and Topsoil to prepare for construction
- Installed 2 – Sanitary Manholes
- Installed 370' of 8" Sanitary
- Installed 4 – 4" Sanitary Services
- Installed 120' of Watermain and 2 – fire hydrants

### ***Streets Maintenance***

- Monthly brush pickup
- Rebuilt catch multiple catch basins that had ring failures or complete failures
- Poured curb for WWLC on Hydrant repairs or watermain breaks
- Concrete panel repairs on 8<sup>TH</sup> Street South and Chestnut Street
- Sanitary repair at 16<sup>th</sup> and Chestnut, 10<sup>th</sup> and Peach Street, 16<sup>th</sup> and Apricot
- Assisted Parks with Tree removal from Right of Way and Broadway/ Apricot Construction project
- Finished restoration of sidewalk maintenance area
- Assisted with sprinkler repair at Robinson Park
- Worked on Compost fires at Eastside Compost separating compost and moving away from the woods
- Pulverized regraded and paved Two Mile Ave from 16<sup>th</sup> St S – 20<sup>th</sup> St S
- Shouldered Two Mile Ave, 16<sup>th</sup> St and 20<sup>th</sup> St
- Paved bike trail through Lyons Park and completed restoration
- Swept Chip Seal area

### ***Paint and Signs***

- Replace seasonal banners
- Painted Crosswalks in Downtown business area, around schools and churches
- Painted white edge line throughout the city
- Started painting Centerline throughout the city
- Made signs for Wood County Highway

### ***Shop and Repairs***

- Routine service work fleet trucks
- Service Police and Fire's fleet
- Replaced bushings and rods on Single Axle underbody snow plow
- Repaired multiple hydraulic leaks on street sweeper
- Repaired and replaced radiator on Sidewalk Tractor
- Had bucket trucks inspected and made repairs that staff was able to
- Moved compost turner from Westside to Eastside

Hosted a food delivery with SWEPS where 568 households were given 8,800lbs of food



**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
**Wisconsin Rapids, WI 54495-2780**  
 Engineering (715) 421-8205 FAX (715) 421-8291

## **ENGINEERING DEPARTMENT Monthly Activity Report**

September 2023

### **Permits & Degradation**

- 31 Permits/Licenses (33 last month) for asphalt paving (2), driveway grades/concrete pour inspections (6), storm water (2), excavating (11), Street Privilege (0), storm connection (0), permit parking (7), banner (0), environmental testing well (0), contractor licenses (3)
  - This year – 202 permits & licenses
- 226 Diggers Locates for Storm Sewer & Sanitary Sewer (170 last month)
  - 3 Emergency locates
- Degradation fees - this year = \$42,738.12
  - This month = \$52,957.56 (\$6,375.60 last month)

### **Traffic**

- Stop Sign / Yield Sign Requests
  - 5<sup>th</sup> St and Strotdman Ave – Concerns about uncontrolled intersection. Study requested on May 24<sup>th</sup>, 2023. Traffic counters were set out June 15<sup>th</sup> and moved on June 21<sup>st</sup>.
- Traffic Study
  - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1<sup>st</sup> St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
- Vision Issues
- ITS Standalone Signal Grant
  - 2023 Project @ Expy and W Grand Ave started on September 25<sup>th</sup> and will take approximately 6 weeks from beginning to end.
  - 2024 Project @ Expy and High St and Expy and Chase St – grant was approved and consultant will be updating plans and rebidding in preparation for 2024 construction.
- Signal complaints
  - Riverview Expressway having to stop at every intersection. Travel time tests are scheduled to occur the week of October 2<sup>nd</sup> and will last approximately 1 week. In advance of this evaluation, WWLC will be inspecting pedestrian buttons and vehicle detection to insure that this equipment is not malfunctioning.
  - Where appropriate, overnight flash operations are being reinstated. Several have been reprogrammed to flash between 11:30pm and 6:00am. Others are being evaluated to insure that vehicle volumes are low enough for flash operations. The



## ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

Engineering (715) 421-8205 FAX (715) 421-8291

vehicle counts were finalized on 9/28/23. Remaining flash operations are scheduled for the week of October 2<sup>nd</sup>.

- FYA request for WB left traffic on Expressway at Plover Road
  - Signal adjustments requested at 8<sup>th</sup> St and Expressway for NB lefts
  - A request for traffic signals at 16<sup>th</sup> St S and Expressway to switch quicker for vehicles heading north and south on 16<sup>th</sup> St S AND for the green to stay on longer.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
- Signal Equipment
    - Spare cabinet is ordered and is expected to arrive in September or October.

### Project Designs/Construction underway:

#### Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – Potrykus Construction completed sidewalk maintenance on 8/29.
- Inspections for 2024 began this month.

#### 2023 Reconstruction Projects

- 2023 Contracts
  - Sewer Lining Contract – Work is proposed to start the end of September with cleaning and televising. Lining should be complete by end of October. Contract was awarded to Insituform Technologies. Engineering Dept. is working with Contractor to get contract documents signed and ensure proper insurance and bonding is in place prior to commencing work.

#### Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
    - Extension 10<sup>th</sup> St N to 12<sup>th</sup> St N – survey completed on 9/28/23
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 100%
  - McKinley St (8<sup>th</sup> Ave to 14<sup>th</sup> Ave) – 100%
  - E Jackson St (Jackson St Bridge to E Grand Ave) – 5% - survey work started 9/18/23
- Design for future Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 85%
  - Lincoln St (Expressway to Peach St) – 35%



**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
**Wisconsin Rapids, WI 54495-2780**  
Engineering (715) 421-8205 FAX (715) 421-8291

- ROW Plat is 60%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 80%; (10<sup>th</sup> to 12<sup>th</sup> St) – 0%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 40%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 40%
  - E Jackson St – 0%
- Construction of 2023 Projects
  - Shorewood T.
    - Work started on Shorewood T on August 24<sup>th</sup>.
    - Curb and gutter and other concrete work anticipated for October 4<sup>th</sup> and 5<sup>th</sup>.
  - Oak St
    - Final asphalt paving is expected the first week of October
  - 9<sup>th</sup> Ave
    - Final asphalt paving is expected the first week of October
  - Apricot / Broadway St
    - Work started 9/25/23. Curb and gutter is expected in early October.

### Projects Involving Grants

- 8<sup>th</sup> St S and Wood Ave - Highway safety Improvement Grant (HSIP).
  - Design will commence in 2024 with construction proposed in 2025
- 8th St S – Lakewood Ln to Whitrock Ave – DOT is working on selecting a design consultant to begin designing this project.

### Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
  - Dredging Permit – The DNR provided additional correspondence on September 7<sup>th</sup>. They were requesting a variety of information related to justification for the potential and likelihood of groundwater contamination. This information was provided back to DNR on 9/26/23.
  - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.
- Romanski Ditch – The City was noticed of a significant beaver problem on the Romanski Ditch in late September. City crews removed a den at Alton St on 9/21/23. Engineering Dpt staff performed additional inspections on 9/25/23. Communications are continuing with downstream property owners to remove other dams and removal of animals from the area.

### Other Highlights

- Rail Feasibility Study –





## **ENGINEERING DEPARTMENT**

**444 West Grand Avenue**

**Wisconsin Rapids, WI 54495-2780**

**Engineering (715) 421-8205      FAX (715) 421-8291**

- State / Municipal Agreement is fully executed
- DOT is preparing the environmental documentation
- A meeting was held with LinqThingz to discuss origin and destination studies and the pros and cons of providing trail blazer signs for alternate routing.
- DOT is requiring a City representative be trained as a Local Sponsor for this project. Training was completed on 9/27/23.
- STP-U Group met at City Hall on 9-27-23. Minutes have been drafted and will be forwarded to the DOT along with the City's road project applications before Oct. 27<sup>th</sup>.



**Community Development  
Department**

City of Wisconsin Rapids  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495  
Ph: (715) 421-8228

## MEMO

To: Public Works Committee  
From: Carrie Edmondson, Associate Planner  
Copy: Kyle Kearns, Director of Community Development  
Date: September 29, 2023  
RE: **Proposed public art crosswalk at the intersection of Lincoln Street and Birch Street/Peach Street**

This memo provides an overview on a proposed public art crosswalk at the intersection of Lincoln Street and Birch Street/Peach Street.

### Background

The City recently had the opportunity to partner with 1,000 Friends of Wisconsin on a Safe Routes grant that worked to address active transportation (walking/biking) gaps to schools and parks. As part of this work, it was noted that the mapped pedestrian routes in the City are in need of enhancement, both from a safety standpoint and from a placemaking standpoint.

Recommended safety enhancements included:

- Construction of wider sidewalks
- Rebuilding of curb cuts and ramps to federal standards including tactile indicators
- Repainting crosswalks
- Installing pedestrian crossings signs

Recommended placemaking enhancements included:

- Wayfinding signs
- Placemaking efforts such as sidewalk art or a story walk to highlight the established pedestrian route

Additionally, the City recently created a Public Art and Creative Placemaking Plan. In that document, various goals, objectives and opportunities were identified to create strategies for developing a public arts culture in the City. The five goals included:

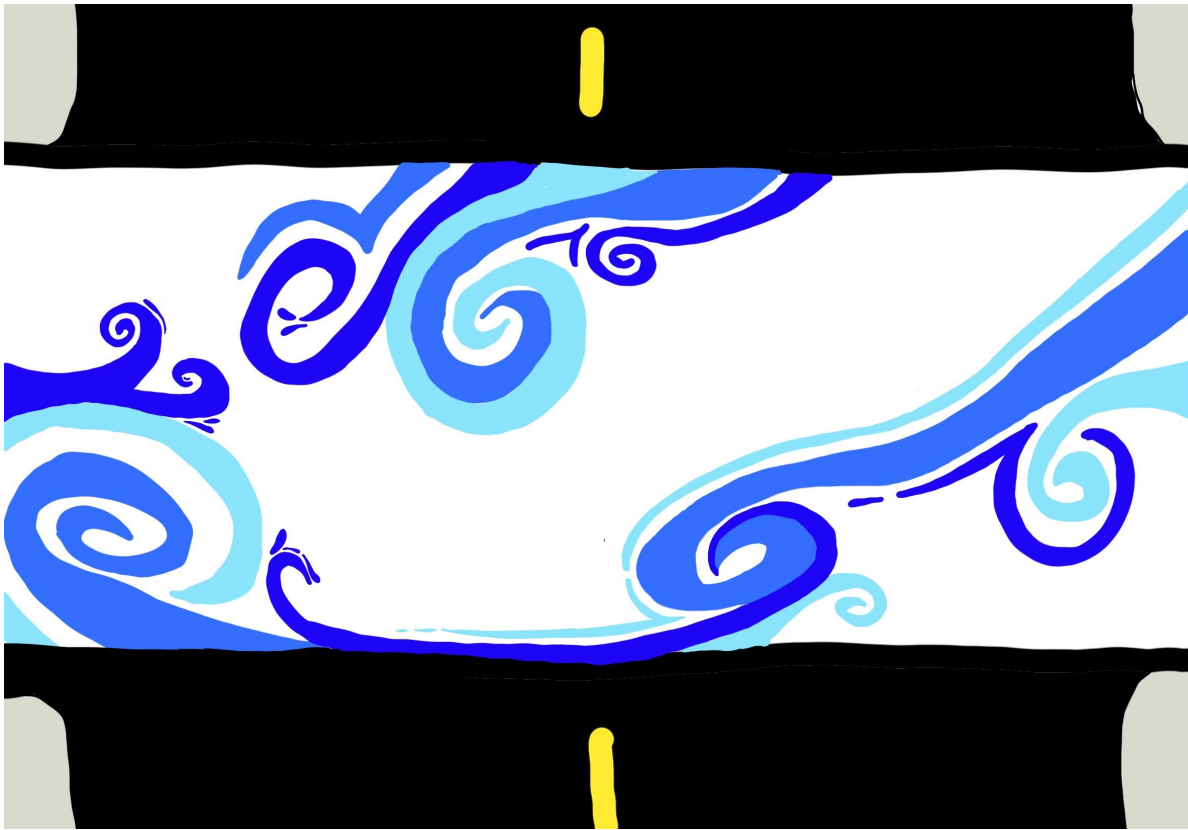
1. Create art that is inclusive (wide range of artists, styles, and processes).
2. Include art that reflects diversity and employs a diverse base of artists.
3. Create meaningful art that fosters community connection.
4. Develop and expand the public art inventory with a variety of projects.
5. Utilize public art to create a sense of place and activate space.

### Proposed Project

The proposed project includes a public art crosswalk to be painted at the intersection of Lincoln Street and Birch Street/Peach Street. The group is interested in this specific project to increase safety and walkability within the community. It also provides a way to engage justice involved youth in the community in the transformation/beautification process and help to see themselves as valuable/contributing members of society. The team is currently exploring the possibility of including other community partners and offering teen or family night to allow others to help with the painting.



The design for the project can be seen below. Please note the space between the blue paint will be asphalt colored rather than white as the blue will be the only painted portion.

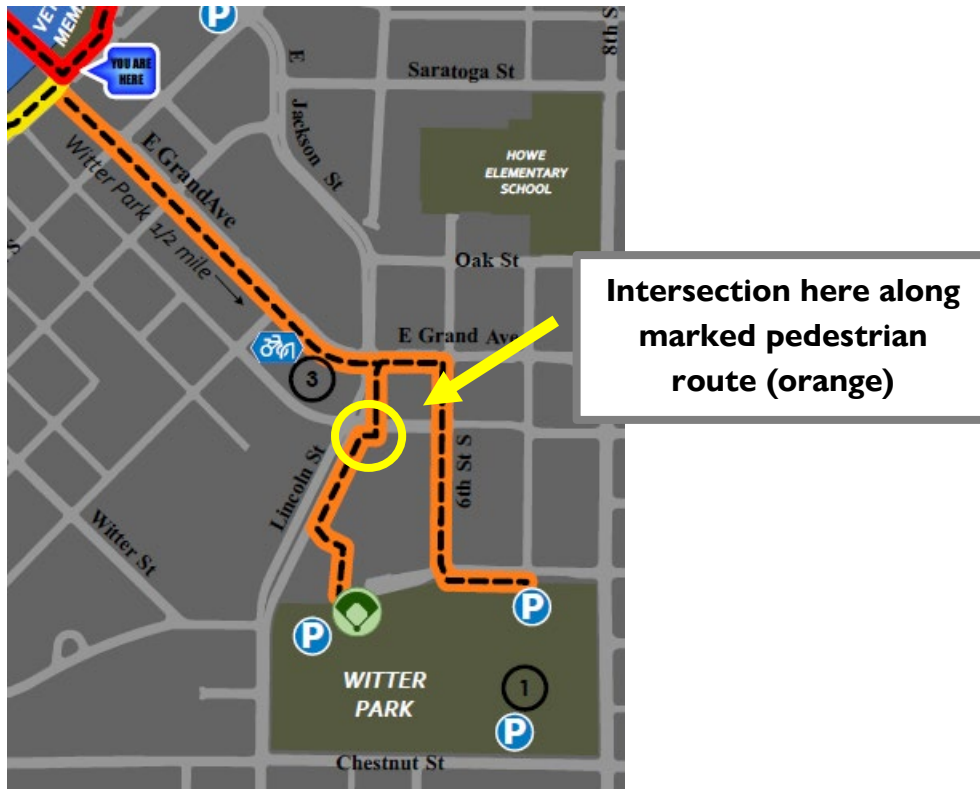


The proposed paint will be Armorpoxy, which is a paint made with a no-slip mix in, suitable for public spaces and pedestrian crosswalks as shown within their marketing materials below:





This intersection falls along the identified pedestrian route system within the City:



### Artist Information

Angela O'Day is a FSET Case Manager/Youth Diversion Supervisor for Wood County Human Services. In conjunction with a community of at-risk youth her team has completed two successful mural projects within the greater Wisconsin Rapids area, one at the McMillan Memorial Library and one at Edgewater Haven in Port Edwards. Additionally, there is one in process at Edgewater Haven. In all cases, Wood County staff have developed the design and the youth team members have assisted with the creation.



McMillan Memorial Library Mural

**Project Cost**

The artists are currently seeking project funding and are actively applying for grants. There is no request for City funds at this time.

**Timeline**

The project is proposed to be installed in late summer 2024 once the Lincoln Street reconstruction project is complete.

**Summary**

The proposed project is a public art crosswalk at the intersection of Lincoln Street and Birch Street/Peach Street. It is a project that truly encompasses all of the defined goals in the Public Art and Creative Placemaking Plan. The process includes a broad base of valued community members and employs a diverse artist base. This is a prime example of creating community connection that will in turn help to activate and define the mapped pedestrian route and expand the public arts inventory within the City.



## Public Works Committee

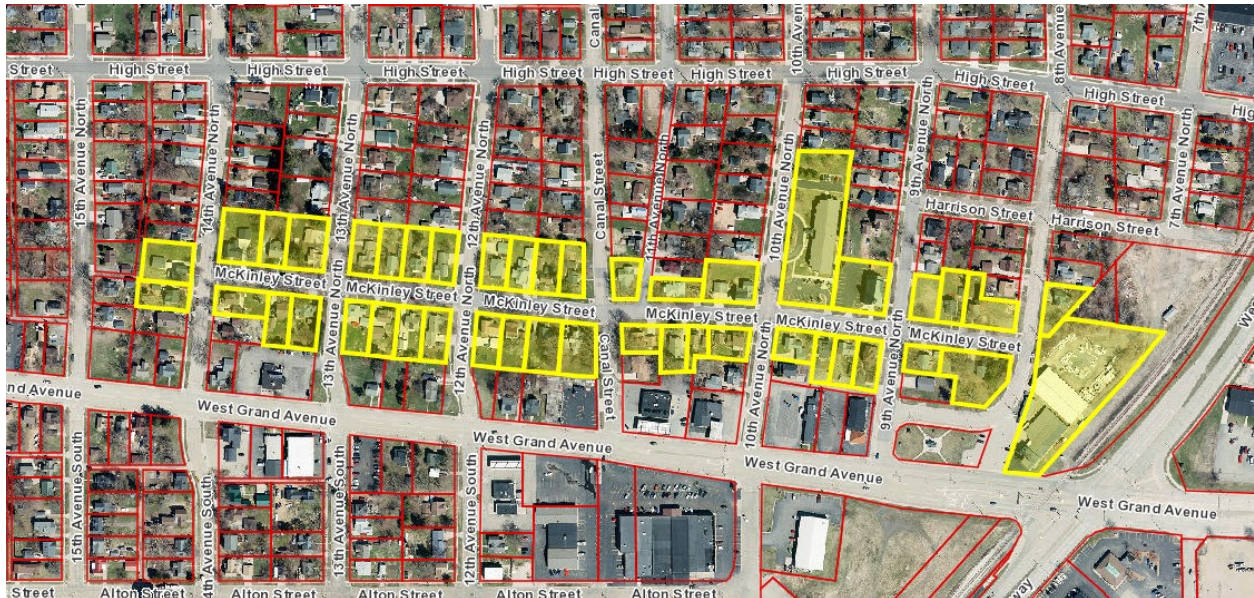
**Date of Request:** 9/28/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Consider a preliminary resolution for public work and improvements on McKinley St between 8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N for construction in 2026.

### **Background information:**

McKinley is part of the 5-year Capital Improvement Plan. The proposed improvements are to improve sanitary, water, storm mains and street condition.



Preliminary resolutions are an authorization to notice the public of an upcoming improvement as well as a milestone to begin survey work on upcoming projects.

**Options available:** Consider approving the preliminary resolution for public improvements

**Action you are requesting the committee take:** approve the preliminary resolution for public improvements.

**How will the item be financed?** Public Works Construction Fund.

Resolution #\_\_\_\_\_(2023)

Initial Resolution Regarding the Common Council's Intent to  
Perform Public Work and Improvements

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

1. The Common Council declares its intention to perform public work and improvements as described below:

Reconstruction of McKinley Street, between 8<sup>th</sup> Ave North and 14<sup>th</sup> Ave North; including permanent street surfacing, sidewalk, concrete driveway approach, curb & gutter, storm sewer, sanitary sewer, water main and associated service lines.

The property to be impacted is within the following project area:

Property bordering the following roadways with the following parcel numbers: McKinley Street, between 8<sup>th</sup> Ave North and 14<sup>th</sup> Ave North; 3402301, 3402300, 3402299, 3402298, 3402287, 3402286, 3402285, 3402284, 3402274, 3402273, 3402272, 3402271, 3402270, 3402269, 3402265, 3402264, 3402263, 3402262, 3402257, 3402256, 3402255, 3402254, 3402107, 3402106, 3401992, 3401991, 3401977, 3401975, 3401974, 3401973, 3401972, 3401964, 3401953, 3401952, 3401951, 3401950, 3401949, 3401929, 3401928, 3401927, 3401922, 3401921, 3401910, 3401905.

2. The Common Council determines that the above improvements are for the health, safety, and general welfare of the City and its citizens.
3. The Common Council does approve of the scope of the project and authorizes the City to proceed with these improvements upon passage of this Resolution.
4. The City Engineer shall cause notice of this Resolution to be given stating the nature of the proposed improvements and the general boundary lines of the proposed project area.
5. This Resolution shall take effect immediately upon passage.

Adopted this\_\_\_\_\_day of October, 2023.

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk



PUBLIC WORKS COMMITTEE REFERRAL LIST:

2023 (8/28/2023)

1. Request from Alderperson Tom Rayome to discuss the future of 8<sup>th</sup> St S. (2016)
2. Request from Rayome for Quiet Zones for trains on the east side of city.
3. Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.
4. Review the Change Order policy and consider updates.



## Human Resources Committee Meeting Minutes October 10, 2023

### Human Resources Committee

Jay Bemke, Chairperson

Jake Cattanach, Vice Chairperson

Patrick Delaney

The Human Resources Committee held a meeting on Tuesday, October 10, 2023 at 1:30 p.m. in the First Floor Conference Room at City Hall, 444 W. Grand Ave. All Committee members were present. Also present were City Attorney Sue Schill, Finance Director Tim Desorcy, Alderperson Polach, and HR Manager Hartman.

### Agenda

1. Call to order

Chairperson Bemke called the meeting to order at 1:30 p.m.

2. Discuss and consider for approval proposed changes to the Pay Provisions Policy. Attachments forthcoming.

Motion by Cattanach, seconded by Delaney to approve the proposed changes to the Pay Provisions Policy. Motion carried 3-0.

3. Discuss and consider for approval a new wage schedule, to be effective January 1, 2024, contingent upon budget approval. Attachments forthcoming.

Motion by Cattanach, seconded by Bemke to approve the new wage schedule as presented, including the grading of positions and movement through the schedule based upon the time periods listed and as provided for in the Pay Provisions Policy, with the schedule to be effective January 1, 2024; all contingent upon budget approval. Present employees will be placed on the schedule pursuant to "option 1", with the employee being placed at the step closest to their current salary that doesn't provide for less than their current pay. Any general wage increase for 2024 will be reflected in the schedule. Motion carried 2-1. See attached wage schedule.

4. Discuss and consider for approval the setting of the salary for the elected position of Mayor for the 2024-2026 term.

Motion by Delaney, seconded by Bemke to keep the salary for the elected position of Mayor for the 2024-2026 term as is, with a general wage increase as approved by City policy. Motion carried 3-0.

5. Discuss and consider for approval a general wage increase for non-represented employees of the City to be effective January 1, 2024.

Motion by Delaney, seconded by Cattanach to approve a 3% general wage increase for non-represented employees of the City, to be effective January 1, 2024. Motion carried 3-0.

6. Adjournment

Motion by Delaney, seconded by Cattanach to adjourn. Motion carried 3-0. The meeting adjourned at 2:27 p.m.

		Entry	6 mo.	12 mo.	12 mo.	12 mo.	Control Point	12 mo.	12 mo.	12 mo.	12 mo.	18 mo.	18 mo.	18 mo.	18 mo.	24 mo.	24 mo.
GRADE	JOB TITLE	85.00%	88.00%	91.00%	94.00%	97.00%	100.00%	101.50%	103.00%	104.50%	106.00%	107.50%	109.00%	110.50%	112.00%	113.50%	115.00%
		minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Max
20		\$45.96	\$47.38	\$48.84	\$50.36	\$51.91	\$53.52	\$54.32	\$55.14	\$55.96	\$56.80	\$57.65	\$58.52	\$59.40	\$60.29	\$61.19	\$62.11
	FIRE CHIEF																
	FINANCE DIRECTOR																
	CHIEF OF POLICE																
19		\$43.08	\$44.41	\$45.79	\$47.20	\$48.66	\$50.17	\$50.92	\$51.69	\$52.46	\$53.25	\$54.05	\$54.86	\$55.68	\$56.52	\$57.36	\$58.22
	DIRECTOR OF COMMUNITY DEVELOPMENT																
	CITY ENGINEER																
18		\$40.41	\$41.66	\$42.95	\$44.28	\$45.65	\$47.06	\$47.77	\$48.48	\$49.21	\$49.95	\$50.70	\$51.46	\$52.23	\$53.01	\$53.81	\$54.62
	DEPUTY FIRE CHIEF / DIVISION CHIEF OF FIRE OR EMS OPERATIONS																
	DEPUTY CHIEF OF POLICE																
17		\$37.91	\$39.08	\$40.29	\$41.54	\$42.82	\$44.15	\$44.81	\$45.48	\$46.16	\$46.86	\$47.56	\$48.27	\$49.00	\$49.73	\$50.48	\$51.24
	PUBLIC WORKS SUPERINTENDENT																
	HUMAN RESOURCES MANAGER																
	IT MANAGER																
	WASTEWATER SUPERINTENDENT																
	DIVISION CHIEF OF FIRE OPERATIONS																
16		\$35.58	\$36.68	\$37.82	\$38.98	\$40.19	\$41.43	\$42.06	\$42.69	\$43.33	\$43.98	\$44.64	\$45.31	\$45.98	\$46.67	\$47.37	\$48.09
	BATTALION CHIEF																
	BATTALION CHIEF																
	BATTALION CHIEF																
	ASSISTANT CITY ENGINEER																
	PARKS/BUILDING SUPERINTENDENT																
	LIEUTENANT - DETECTIVE																
	LIEUTENANT - POLICE																
	LIEUTENANT - POLICE																
	LIEUTENANT - POLICE																
	LIEUTENANT - POLICE																
	ADMIN/LIEUTENANT																
	ASSISTANT DIRECTOR OF FINANCE																
15		\$33.41	\$34.44	\$35.51	\$36.61	\$37.74	\$38.91	\$39.49	\$40.08	\$40.68	\$41.29	\$41.91	\$42.54	\$43.18	\$43.83	\$44.49	\$45.15
	ASSISTANT WASTEWATER SUPERINTENDENT																
14		\$31.40	\$32.37	\$33.37	\$34.41	\$35.47	\$36.57	\$37.11	\$37.67	\$38.24	\$38.81	\$39.39	\$39.98	\$40.58	\$41.19	\$41.81	\$42.44
	STREET SUPERVISOR																
	STREET SUPERVISOR																
13		\$29.53	\$30.44	\$31.38	\$32.35	\$33.35	\$34.38	\$34.90	\$35.42	\$35.95	\$36.49	\$37.04	\$37.60	\$38.16	\$38.73	\$39.31	\$39.90
	BUILDING & PLUMBING INSPECTOR I - COMMERCIAL																
	DESIGN ENGINEER																
	SENIOR HUMAN RESOURCE GENERALIST																
	RECREATION SUPERVISOR & AQUATICS																
	IT SYSTEMS ADMINISTRATOR																
	COMMUNITY DEVELOPMENT SPECIALIST/ASSOCIATE PLANNER ADMINISTRATIVE																
12		\$27.77	\$28.63	\$29.52	\$30.43	\$31.37	\$32.34	\$32.83	\$33.32	\$33.82	\$34.33	\$34.84	\$35.37	\$35.90	\$36.44	\$36.98	\$37.54
	BUILDING INSPECTOR																
	GIS COORDINATOR																
	MECHANIC GROUP LEAD																
	SEWER CONSTRUCTION GROUP LEAD																
	PAYROLL ACCOUNTING TECHNICIAN																
11		\$26.15	\$26.96	\$27.79	\$28.65	\$29.54	\$30.45	\$30.91	\$31.37	\$31.84	\$32.32	\$32.80	\$33.30	\$33.80	\$34.30	\$34.82	\$35.34
	AIRPORT MANAGER																
	MULTIMEDIA COORDINATOR																
	WASTEWATER OPERATOR																
	WASTEWATER OPERATOR																
	WASTEWATER OPERATOR																
	ENGINEERING TECH																
	ADMINISTRATIVE ENGINEERING TECH																
	ENGINEERING TECH III																
	ENGINEERING TECH III																
	ENGINEERING TECH V																
	AQUATICS/BUILDING MAINTENANCE TECHNICIAN																
	BUILDING MAINTENANCE TECHNICIAN																
	WASTEWATER MAINTENANCE TECH II																
	SEWER CLEANING GROUP LEADER																
	MECHANIC - Vacant																
	MECHANIC																
	MECHANIC																
	MECHANIC																
	STREET MARKING & METER/MAINTENANCE GROUP LEAD- Vacant																
	EXCAVATOR OPERATOR																
10		\$24.64	\$25.40	\$26.19	\$27.00	\$27.83	\$28.69	\$29.12	\$29.56	\$30.00	\$30.45	\$30.91	\$31.37	\$31.85	\$32.32	\$32.81	\$33.30
	BULDOZER OPERATOR																
	END LOADER OPERATOR																
	END LOADER OPERATOR																
	END LOADER OPERATOR																
	END LOADER OPERATOR																
	END LOADER OPERATOR - UNDER 2.5 YARDS																
	END LOADER OPERATOR - UNDER 2.5 YARDS																
	PIPE LAYER																
	PIPE LAYER																
	RELIEF WASTEWATER OPERATOR/MAINTENANCE ASSISTANT																
	SEWER MACHINE OPERATOR																
	HUMAN RESOURCES COORDINATOR																
	EXECUTIVE COORDINATOR TO THE MAYOR																
9		\$23.25	\$23.97	\$24.71	\$25.47	\$26.26	\$27.07	\$27.48	\$27.89	\$28.31	\$28.73	\$29.16	\$29.60	\$30.04	\$30.50	\$30.95	\$31.42
	BARRICADE AND TRAFFIC CONTROL																
	GARBAGE TRUCK DRIVER																
	GARBAGE TRUCK DRIVER															</	

	PARKS ZOOKEEPER																
	PARKS MAINTENANCE/ARBORIST																
	PARKS MAINTENANCE/ARBORIST																
	NIGHT MAINTENANCE																
8		\$21.96	\$22.64	\$23.34	\$24.06	\$24.81	\$25.57	\$25.96	\$26.35	\$26.74	\$27.14	\$27.55	\$27.96	\$28.38	\$28.81	\$29.24	\$29.68
	FINANCE SUPPORT SPECIALIST																
	STREET MARKING & METER/MAINTENANCE																
	STREET MARKING & METER/MAINTENANCE																
	SEMI SKILLED OPERATOR - STREETS																
	SEMI SKILLED OPERATOR - STREETS																
	SEMI SKILLED OPERATOR - PARKS																
	SEMI SKILLED OPERATOR - PARKS																
	COMMON LABORER																
	COMMON LABORER																
	COMMON LABORER																
	MULTIMEDIA SPECIALIST																
	MUNICIPAL COURT CLERK																
	LOWELL CENTER PROGRAM COORDINATOR																
	ADMINISTRATIVE ASSISTANT - LEAD - PD ADMIN-																
7		\$20.76	\$21.40	\$22.06	\$22.74	\$23.44	\$24.17	\$24.53	\$24.90	\$25.27	\$25.65	\$26.04	\$26.43	\$26.82	\$27.23	\$27.64	\$28.05
	ADMINISTRATIVE ASSISTANT - CITY CLERK																
	ADMINISTRATIVE ASSISTANT - PD																
	ADMINISTRATIVE ASSISTANT - PD																
	ADMINISTRATIVE ASSISTANT - PD																
	ADMINISTRATIVE ASSISTANT - STREETS																
6		\$19.63	\$20.24	\$20.86	\$21.51	\$22.17	\$22.86	\$23.20	\$23.55	\$23.90	\$24.26	\$24.63	\$25.00	\$25.37	\$25.75	\$26.14	\$26.53
5		\$18.59	\$19.16	\$19.75	\$20.36	\$20.99	\$21.64	\$21.97	\$22.30	\$22.63	\$22.97	\$23.32	\$23.66	\$24.02	\$24.38	\$24.75	\$25.12
	LOWELL CENTER VOLUNTEER COORDINATOR/RECEPTIONIST																
4		\$17.62	\$18.17	\$18.73	\$19.31	\$19.90	\$20.52	\$20.83	\$21.14	\$21.46	\$21.78	\$22.11	\$22.44	\$22.77	\$23.11	\$23.46	\$23.81
3		\$16.71	\$17.23	\$17.76	\$18.31	\$18.87	\$19.46	\$19.75	\$20.05	\$20.35	\$20.65	\$20.96	\$21.28	\$21.60	\$21.92	\$22.25	\$22.58
	AIRPORT ATTENDANT																
2		\$15.87	\$16.36	\$16.87	\$17.39	\$17.93	\$18.48	\$18.76	\$19.04	\$19.32	\$19.61	\$19.91	\$20.21	\$20.51	\$20.82	\$21.13	\$21.45
1		\$15.08	\$15.55	\$16.03	\$16.53	\$17.04	\$17.57	\$17.83	\$18.10	\$18.37	\$18.64	\$18.92	\$19.21	\$19.50	\$19.79	\$20.08	\$20.39
	Temps																
	ELECTED OFFICIALS																
	CITY ATTORNEY \$57.57																
	MAYOR \$39.01																
	CITY CLERK \$36.05																



# Buildings and Grounds Committee

Meeting Minutes for

May 10, 2023

**1. Call to Order:** Chairman Machon called the meeting of the McMillan Library Buildings and Grounds Committee to order at 5:00 p.m.

**2. Open Meetings Declaration:** Chairman Machon established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

### 3. Roll Call:

#### Committee Members:

~~Andrea Galvan~~

Doug Machon

Scott Kellogg

William Clendenning

Ryan Austin

~~Eric Montag~~

#### Other Board Members:

Kim Heniadis

~~Craig Broeren~~

Susan Feith

~~Elizabeth St. Myers~~

~~Karen Schill~~

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Nick Flanagan

**5. Update of Solar Array Buyout and Future:** D. Machon reached out to Radtke's Green Energy for the possibility of an ongoing maintenance contract. In early May, Radtke staff reviewed solar panel array in depth, but did not have positive things to say about the panels. Half of panels are pointed towards the North. From their purview, the array was not a planned out proposition. Radtke will produce a report for the committee.

S. Pahl will asset the solar array on Friday, May 12th. He will not, however, train any library / COWR staff until Viking Electric receives the final balloon payment from the library. S. Feith wonders if we can have the solar array panel assessed for its fair market price. N. Flanagan recommends getting as much information from Viking Electric before we formally allow attorneys into the conversation.

S. Feith read the McMillan Library - Viking Electric contract and recapped for committee members.

K. Heniadis arrived at 5:17pm.

S. Feith and N. Flanagan discussed the complications in located information on this arrangement. There was further conversation of what S. Pahl said during the 03/23/23 Board meeting and comparisons to current expectations from the committee. D. Machon still believes the array is worth keeping. N. Flanagan asked about the WW&LC connection and their interest in the array. S. Feith made the point that as the array is attached to the library's roof, it would ultimately be the City of Wisconsin Rapids in conversations with WW&LC.

C. Broeren arrived at 5:41pm.



## Buildings and Grounds Committee

D. Machon will speak with the Radtke's to get an assessment of the array and its productivity. K. Elchert will meet with S. Pahl on Friday, May 12th.

**6. Items for Next Agenda:** N/A

**7. Adjournment:** Chairman Machon adjourned the meeting at 5:55 p.m.



# Buildings and Grounds Committee

Meeting Minutes for

August 9, 2023

**1. Call to Order:** Chairperson Austin called the meeting of the McMillan Library Buildings and Grounds Committee to order at 4:01 p.m.

## **2. Roll Call:**

### **Committee Members:**

Andrea Galvan

Ryan Austin

Scott Kellogg

Karen Schill

Kim Heniadis

Susan Feith

### **Other Board Members:**

Emily Kent

Craig Broeren

Evan O'Day

Elizabeth St. Myers

William Clendenning

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Josh Radtke

**3. Open Meeting Declaration:** Chairperson Austin established that this was a public meeting and appropriate public notice with Zoom access was given.

**4. Discussion of Solar Panels:** R. Austin walked the committee members through the spreadsheet that he had prepared with the usage numbers and the document from Scott Prah. From what R. Austin gathered there was a reduction of 25% of what was to be produced. There was no documentation that could be found in regards to a \$2400 a month payment. Combining all the numbers and the various factors it appears that S. Prah may owe the library over \$80,000. Waterworks and Light also looked over the numbers and came to the same conclusion.

R. Austin recommended that we have a lawyer look over all the information to make sure how we are reading everything is correct.

S. Feith arrived at 4:14 p.m.

**5. Review of Radtke's Clean Energy Array Assessment:** This is the first system that he has assessed, but through research and his knowledge of solar systems, he looked at it based on the energy it can produce for the rest of its life. Our warranty is for 30 years on the panels. The first six years are out since they have already passed, so starting on year seven is what he is basing his conclusions on.

In year seven it should have an annual value of about \$23,000 and an accumulated value of about the same. As the years progress the annual value will go down and the accumulated value should go up. Ending in year 30, the low end of the annual value will be at \$6709.54 and the high end at \$9262.42, with the low accumulated value at \$274,516.18 and the high end at \$319,070.10. It will accumulate value since you should be doubling every year, minus the wear and tear of about half a percent per year.

## Buildings and Grounds Committee

S. Feith questioned the estimated cost to maintain the system at about \$7,000 a year. J. Radtke said most of the time not much should need to be done, but there are some options, including for \$371 a year to go in every four months to see what it's producing and this will be done remotely. For \$3,800 a year, a thermographic survey will be done, the panels will be assessed as to if any damage has occurred, and that everything is tight. He thinks mainly just monitoring the system would be sufficient at this time since he doesn't see the panels having many issues since they are not really exposed. After 15 years, we would want to do a check on connection issues and corrosion, but this is more of a check-up like you would do on a car at 100,000 miles. J. Radtke mentioned that most of the system is obsolete and there is an 18% loss of the panels that are in the North section of the roof.

S. Kellogg said that we should have the city attorney, S. Schill, look at the documentation since the library is a city building. S. Feith would like to get some definitive options so we can move forward. Is the binding arbitration applicable or is it no longer available. R. Austin could not conclusively figure out where the Viking donation at the end of the PPA term of \$110, 278 was coming from. W. Clendenning asked if R. Austin would want to talk with county council, Peter Kastenholz about the solar panel options.

**Motion made by S. Feith, seconded by S. Kellogg, for R. Austin to speak to P. Kastenholz in regards to the documentation we have before us and to get a legal analysis. Motion carried by unanimous vote.**

### **6. Upcoming Capital Improvement Projects: The Legacy Grant Project**

A. Galvan will reach out to Mike Bovee again to get the details.

S. Feith asked if there is any paperwork, to make sure we have it.

Projects proposed with Legacy Grant:

1. To get three bids to reopen the second floor entrance off of E. Grand. We will need this entrance open before we begin work on the elevator
2. Elevator replacement
3. Damp proofing on the balcony, freeze thaw damage is making it get worse.

S. Feith wants to make sure there are no stipulations to the grant such as having to fundraise, use part of the endowment or have the city put in some money towards the projects as well.

**Motion made by K. Heniadis, seconded by S. Kellogg, for three bids to be obtained in regards to damp proofing the balcony to get that work concluded this year. Motion carried by unanimous vote.**

R. Austin will also reach out to some additional people that may be able to do the project.

### **7. Items for Next Agenda:**

Approve minutes for May's B&G Meeting.

Big donor recognition, signage, seating name plates, etc... Since Katherine still hasn't heard back from the signage business in Stevens Point, the committee would like to have her get two other quotes.

**8. Adjournment: S. Kellogg, seconded by A. Galvan, adjourned at 5:01 p.m.**

**Respectfully Submitted: Kim Heniadis, Secretary**





# Finance Committee

Meeting Minutes for

August 9, 2023

**1. Call to Order:** Chairwoman Feith called the meeting of the McMillan Library Finance Committee to order at 5:02 p.m.

## **2. Roll Call:**

### **Committee Members:**

Andrea Galvan

Susan Feith

Emily Kent

Ryan Austin

~~Craig Broeren~~ (Excused)

William Clendenning

### **Other Board Members:**

~~Ryan Austin~~

~~Karen Schill~~

~~Elizabeth St. Myers~~

Kim Heniadis

~~Scott Kellogg~~

~~Evan O'Day~~

**Administration:** Katherine Elchert, Library Director

**3. Open Meetings Declaration:** Chairwoman Feith established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

**4. Approval of Minutes: Motion by W. Clendenning, second by R. Austin to approve the Finance Committee minutes of June 12, 2023. Motion carried by unanimous vote.**

**5. Legacy Grant Update:** The Legacy Grant will give the library up to \$500,000. Mike Bovee was going to figure out how to get the money for us, but we haven't heard back from him yet. S. Feith mentioned that the proposal from the library had various elements: the city putting forth some money, the library endowment, and potentially from other donors. A. Galvan said there were no contingencies, it would be a grant. Their concern was where other monies would come from to finish the projects if need be.

K. Elchert said we had \$150,000 in misc. earmarked if we had to pay for solar panels, and if this no longer became the case, we could possibly use that. R. Austin wants to have more information for what the Grand entrance and elevator will cost, and what Legacy will give, before we ask the city for some money. R. Austin thinks if we have carry over, we need to be very cautious.

S. Feith asked about the scope of upper entrance. Would it include a patio and fence, barrier to roll down the stairs, and would you enter at Lincoln St. R. Austin said we would need to remove the concrete in front of the entrance. In the past, the concrete had settled and had concrete put underneath it to slab jack it. S. Feith asked if we were doing a patio. R. Austin mentioned we should replace what is there and add fencing. A. Galvan said we can add furniture and tables and don't need to worry about that today. S. Feith mentioned if we are going to do more then there will be more money needed. R. Austin, once we know funds are finalized from Legacy and how we are going to carve that off, it would come through B&G first and then go to Finance. S. Feith mentioned that the fountain came through one donor and we decided not to keep it since it was high to maintain. Maybe get a sculpture to take its place. Preston Hardscape Design out of Rapids could be an option.

## Finance Committee

K. Elchert was asked to get three quotes for the elevator and S. Feith would ask Jerry Feith about what he had heard back from Otis Elevators.

**6. 2024 Budget Discussion:** K. Elchert said we have a deadline for next week for a draft of the 2024 budget. She has dual budgets prepared at 100% and 85% from the county. There are some things that are still hard to budget for since she has to wait for information for them. We are receiving less money in 2024 than 2023, it is a small amount, but still something to note. Even 100% for 2024 is less than what they gave at 100% in 2023. W. Clendenning asked if K. Elchert would want a resolution from the county, to which she would if it's possible.

A. Galvan asked if we were fully staffed. K. Elchert said that the library is not. She has been decreasing some of the assistants (when they retire/quit) and increasing some of the associates since they are needed for desk coverage and program help.

The library is coming in less than previous year's budget, and hopefully with a flat budget. K. Elchert and R. Austin will be meeting with the city about the carry over and creation of a capital fund to separate from the operations budget. There was an email from Tim to meet with the Mayor next week, hopefully before the full board meeting.

Finance will be working with B&G to come up with a capital projects list in order of priority. R. Austin said the city should also be able to come up with some of the projects since they have been helping repair things around the library. Some top priorities would be the sidewalk so it's safer to cross to the auxiliary parking lot and the bathrooms. In the past we had been submitting capital projects to the city, but that had fallen off, so we want to create expectations to uphold that responsibility again.

**7. Items for Next Agenda:** Donor recognition will come back to Finance after B&G looks at it.

**8. Adjournment:** Motion by S. Feith, seconded by R. Austin to adjourn at 5:33 p.m.

**Respectfully Submitted:** Kim Heniadis, Secretary



# Board of Trustees

Meeting Minutes for

August 16, 2023

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:00 p.m.

**2. Roll Call:**

**Board Members:**

Andrea Galvan

Evan O'Day

Emily Kent

Kim Heniadis

~~Karen Schill~~

Elizabeth St. Myers

Ryan Austin

Craig Broeren

Susan Feith

William Clendenning

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Staff members Eric Norton and Kristen Kuhn, Kevin Irving.

**3. Open Meetings Declaration:** President Galvan established that this was a public meeting and appropriate public notice with Zoom access was given.

**4. Approval of Minutes:**

a. July 19, 2023 Board Minutes

b. August 3, 2023 Board Minutes

**Motion made by W. Clendenning, seconded by R. Austin to approve both minutes. Motion carried by unanimous vote.**

## 5. TREASURER'S REPORT

**5a. Monthly Finance Reports:** S. Feith was unclear about the Visa bill. K. Elchert said we are still seeing some of the issues in regards to days when things are due. The bill from Visa did not include a payment so it looked like we needed to pay more than we actually did. Instead of double paying, Erin removed what we had already paid. So our bill was only \$5,726.94. S. Feith asked for a correction to the approved amount of bills from last month.

**Motion made by E. St. Myers, seconded by C. Broeren to revise July's bills from \$36,908.53 to \$28,914.12. Motion carried by unanimous vote.**

S. Feith mentioned the water sprinkling bill. R. Austin said we didn't change the system and there is a meter so we are not being charged for sewer. K. Elchert told us that one of the sprinkler heads was broken and gushing and has since been fixed. She also mentioned that she had been buying a lot of books to get ahead of the possible UPS strike, which we no longer had to worry about. After discussion, the Board decided the most recent Viking invoice should not be paid.

**5b. Payment of the Bills: Motion by C. Broeren, seconded by E. St. Myers to pay the bills as presented and place a copy on file. Total of the approved bills for August is \$46,485.57. Motion carried by unanimous vote.**

**Endowment Bill:** No invoices were presented against the endowment.

## 6. DIRECTOR'S REPORT

**6a. Library Use and Events:** The children's garden gate will be made bigger, so we can get the emergency exit plowed out. Gordy thinks we can get the fountain up and running easily, K.Elchert said that's fine as long as it's under \$1000. There was a small leak in Makerspace, which has been fixed and HVAC has been acting up, when it was really hot. Makerspace, new website logo and name: The Studio @ MCM. <https://www.mcmillanlibrary.org/makerspace-1>. The way it is being set up will hopefully encourage all ages and skill sets. On Sept. 1st, the studio will be open on Fridays from 10am to 5pm for everyone to come and play and Badging starts on Monday, August 28th, with the first two Mondays already booked up.

K.Elchert will be posting a part time position soon, focusing on the service desk and programming. Claire, the assistant director, starts on September 5th. K.Elchert said the CCBC asked her to join the board. Cooperative Children's Book Center focuses on young adult and kid's literature. They are the resource for challenges in the state of Wisconsin and it is a three year term. Our long term Workforce Resource staff position in the library has been told her position will be eliminated at the end of September. She has specific materials processing knowledge that is needed. K.Elchert is working with HR to arrange a part time position so we don't lose her, and she can teach others these skills so we don't have this problem in the future and the knowledge will be cross trained. She is nearing retirement, so that is why it would be temporary.

Next week is library trustee week and every day at noon there is a webinar that can be watched later.

**6b. Statistics:** Checkouts remain high, items loaned to other libraries and brought in from other libraries are pretty close and that is a great balance to have. There were less programs in July, and more computer sessions, as well as increased use of the meeting rooms. Wi-Fi is still accurate in terms of usage, and when SCLS was asked about the large 60,000 usage in May that confirmed it was correct.

## 7. COMMITTEE REPORTS

**7a. A. Services Committee:** Met on August 8th at 4:30 p.m. and introductions were made since there are two new board members. A Diversity Statement will be coming in the future, after all the committees go through the Inclusive Services Statement and Guide, if the full board thinks this is something that we should do. The circulation policy was gone through and the Services Committee voted to send the draft to the full board for approval.

The Plan of Service is very outdated, and while we do want to work on it, we want to get some information from K. Elchert first and finish up the policies before looking more in depth at it.

### **B. Building and Grounds Committee:**

Met on August 9th, at 4 p.m., and all were present. R. Austin had done some digging on numbers, particularly kilowatt hours, and saw that our panels will do 252,000 per year, and that our software is correct. It is making 25% less power than what is proposed in the contract. Taking all that and more into consideration, along with kilowatt hours, it's making \$15,000 on an annual basis. The handshake deal with the previous library director and S. Prahll has the library overpaying each year, so over six years we have overpaid \$80,000. B&G decided to suggest to the full board that we should find legal representation, since it's fair to say that S.Prahll will disagree with these numbers. It was also requested that R. Austin contact P. Kastenholz before the full board meeting, which he did, and P. Kastenholz vetted the above information and said that we should secure legal counsel.

**Motion by S. Feith, seconded by C. Broeren that we contact Attorney N. Flanagan to assist us in whatever**

## Board of Trustees

**decision we ultimately make in regards to the solar panels, and to follow his recommendation if he thinks we should contact a different attorney who specializes in contract law. Motion carried by unanimous vote.**

B&G received an appraisal from Radtke, and he validated that we did have a percentage loss at 18%, but it's more likely 25%, because of the array orientation of the North facing panels, and some of the inefficiency was also due to lack of maintenance. The panels do make good power, and it's not worthless.

Our upcoming capital improvement projects include weather proofing the balcony, opening up the Grand Avenue entrance and making sure it's up to ADA standards, and getting the elevator repaired. R. Austin has gotten some bids already, and there is a contractor who will look at it next week, and we will contact the previous companies who had given us bids and see if they are still interested in the work.

### **C. Finance Committee:**

Met on August 9th at 5 p.m. and no actions were taken, but did further discuss the solar which we will pick up later in this meeting. The Legacy Grant was also discussed. A. Galvan got a contract from Legacy and we will talk about that again later in the meeting. Budget coming up and the only reportable item is that R. Austin and K. Elchert will be meeting with Tim Dorsey about capital improvement outlay.

### **D. Personnel Committee:**

Met on August 10th at 4 p.m. and did introductions. E. St. Myers laid out a plan for the upcoming year as to what they will be focusing on, besides whatever else may come up. She would like to look at the Director's Evaluation, Policies, and The Employee Handbook. They had a great discussion about the director's review form, and worked on some Personnel policies via the city policies for benefits. They will work on sorting the director's evaluation sheets and more policies for the next meeting.

### **8. Closed Session:**

A. Galvan read 19.85(1)(e) and 19.85(1)(g) of the Wisconsin Statutes. A roll call vote was taken with all voting Aye to go into Closed Session.

**Motion by W. Clendenning, seconded by C. Broeren, to come out of closed session. Motion passed by unanimous vote.**

### **9. OLD BUSINESS:**

**9a. 2024 Budget Process:** The Wood County Library Board will recommend that Wood County should reimburse the Wood County libraries at 100% rate for 2023. Even with a 2024 100% reimbursement rate, it will still cost less for Wood County than the 2023 100% reimbursement rate. K. Elchert will recommend we go forth with the 100% from the county, so we don't have difficulties with the city council.

Because of Wood County giving the library 100% for our 2023 budget, we will be having another county board member join the board in 2024. When we got a cut from the city for 2023 that affects how much we spend in a given year. Operations and physical circulation, is the formula via Wisconsin State statutes. It was created in the 90's and could use an update. The library is unique in the city, and there will be a downward spiral if our operations continue to be cut. In two years, the reimbursement from Wood County will be cut because we are using information from the previous year. Even years impact even, and odd years impact odd. Covid really destroyed circulation/programming numbers, while operations stayed the same.

## Board of Trustees

K. Elchert had a number of recommendations re: the carryover funds. For the 2024 budget, \$150,000 will be earmarked in our carryover funding line to be expended on increasing front line wages for support staff in 2024. Moving forward that would put us on a platform of spending some of the carryover and in a sustainable way. C. Broeren asked how do we figure out additional revenues to keep it going. Adding additional programs, along with going fine free, will increase patron visits and circulation of library materials. Increasing circulation will help increase the amount of funding we receive for non-resident circulations from country reimbursement.

Our staffing has stayed consistent since 2018. K. Elchert has not been filling positions to see what we need. We do not currently have or need 4 FTEs as assistants. Some of those people have been moved into customer service positions, so there are less shelveers and more desk staff.

**Motion by K. Heniadis, seconded by E. St. Myers for K. Elchert to submit the 100% reimbursement from the County budget proposal draft to the city council. Motion passed by unanimous vote.**

### **9b. Legacy Grant Update:**

Mike Bovee let us know we can get up to \$500,000 to replace the elevator. We would first like to open the Grand Ave. entrance so we have immediate access to the second floor before we take the elevator out of action. \$500,000 would cover the elevator only, so the Grand Ave. entrance would need to be paid for by carry over, endowment, fund raising, or other city funding. R. Austin asked if they did provide a reason why the second floor entrance wasn't part of the funding in the grant. S. Feith thought their focus more this round was on health issues, and it would come down to the ADA with the elevator.

*S. Feith needs to find the numbers as a starting point for R. Austin.*

C. Broeren said we should reflect in this budget what we will get in carry over. Endowment will fall into place, but don't know if we will need it.

**Motion by C. Broeren, seconded by R. Austin, for the Legacy Grant agreement to be signed. Motion carried by unanimous vote.**

### **10. New Business:**

#### **10a. Library Circulation Policy:**

Draft was approved via the Services Committee and sent to the full board. C. Broeren thinks it should be public library user's records, not just public library records. We are beholden to 43.30 and will act accordingly. K. Elchert has been in the situation where they have not had proper documentation. S. Feith is concerned about resisting the police.

**Motion made by C. Broeren, seconded by S. Feith to pass the Circulation Policy with the following update in the Confidentiality of Library Records section: McMillan Memorial Library will comply with Wisconsin State Statute 43.30 regarding the confidentiality of public library user records.**

**The draft's original three paragraphs concerning the Confidentiality of Library Records will be removed from the final policy. Motion carried by unanimous vote.**

#### **10b. Personnel Policies: Benefits**

The Personnel Committee has sent to the full board, for approval, all the relevant policies for the Library under section four of Wisconsin Rapids City's policy book, including; COBRA, Compensation (457(b) Plan), Employee



## Board of Trustees

Assistance Program, Group Insurance, Retirement & Wisconsin Retirement System, Tuition Reimbursement, Worker's Compensation.

C. Broeren asked about professional advancement opportunities, don't we already do that. K. Elchert said, yes we do that, but this would be more formalized education opportunities. We should have opportunities to pursue it to help the library and community. E. St. Myers talked a lot at the Personnel Committee about how this would work, and told the full board too.

**Motion by C. Broeren, seconded by W. Clendenning, to approve the policies as they are provided by the city, except for the Tuition Reimbursement, which we will revisit at a later time. Motion passed by unanimous vote.**

### **10c. Annual Library Director Review Process**

E. St. Myers will send it out via Survey Monkey to the entire staff and library board to fill out. K. Elchert will fill it out too, including an additional page. She is hoping to be able to complete K. Elchert's review at the October full board meeting.

### **11. Information Requests:**

Previous quotes from damp proofing

Previous quotes from elevator replacement

### **12. Items for Next Agenda:**

No suggestions.

### **13. Adjournment:**

A. Galvan asked for a motion to adjourn at 8:18 p.m. Motion made by W. Clendenning, seconded by R. Austin.

**Respectfully Submitted: Kim Heniadis, Secretary**

# **MINUTES OF THE MONTHLY MEETING HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Monday, July 26, 2023 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:34 p.m.

## **1. ROLL CALL:**

Present: Jean Helmer, David Henke, Cheryl Reith-Kincaid, Evan Smith, JoAnn Grode and Mary Vang

Also present: Carol Voss, Linda Lucht and Jolina Janus

## **2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the June 26, 2023, meeting. Commissioner Reith-Kincaid moved to approve the minutes of the June 26, 2023, meeting, seconded by Commissioner Helmer. All aye votes.

## **3. COMMUNICATIONS**

- A. Social Committee Update and approval of July 6, 2023, meeting minutes: Commissioner Helmer reported that the ice cream socials went well. Mary reported that the next event will be the Upper Dells Boat trip on August 16, 2023. Commissioner Reith-Kincaid inquired about the bus trip to the Fox Valley Mall and making a half hour stop at the World Market. The upcoming Commissioners reviewed the minutes from the July 6, 2023, meeting. Commissioner Helmer moved to approve the minutes of the July 6, 2023, meeting, seconded by Commissioner Smith. All aye votes.
- B. Stock box update: Mary reported that a total of 27 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

## **4. CONSIDERATION OF BILLS**

- A. Approve June 2023 bills (Quickbooks register and purchasing card transaction detail: Commissioner Helmer inquired about the Spectrum cable expense of \$1,504.12 on the Huntington House Quickbooks register, as it is noted as Parkview's cable expense. Mary stated that she would make a correction to the expense description. Commissioner Grode inquired about the \$707 expense on the Quickbooks check register. Mary stated that the expense was for a tenant security deposit return. Commissioners reviewed the June 2023 bills. Commissioner



Helmer moved to approve the June 2023 bills, seconded by Commissioner Henke. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there is one vacancy at Parkview due to the tenant moving out of the area. This has been filled off the waiting list with a move-in date for July 28, 2023. There are no vacancies at Tenth Avenue apartments. There is one scattered site vacancy due to program violations. This unit will be filled off the waiting list with a tentative move-in date of July 31, 2023. There will be an upcoming vacancy who will be transferring to the Section 8 program, as the tenant household has decreased to one person.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at Huntington House due to the tenant moving closer to family. This vacancy has been filled from the waiting list with a move in date of August 1, 2023.
- C. Section 8 program status: Mary reported that as of July 24, 2023, there are 183 families under contract with the current waiting list running approximately around 3 months. There are currently 219 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, five new admissions, twelve expired vouchers, one portability move-in that will be absorbed into the program, zero portability move-outs, zero new vouchers issued for a cumulative of eighteen vouchers, and one ending participation due to program violation.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$65,907.86 balance in operations for insurances and miscellaneous operating expenses, \$13,834.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$178,007.06 balance in operations for insurances, PILOT, maintenance snowblower, and miscellaneous operating expenses: \$40,586.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. The 2023 grant has \$295,951 balance in operations and \$27,000 in general capital activities for appliances, in unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments.
- E. State Debt Collection (SDC) Program status: One payment of \$231.22 was received from a former public housing tenant for the month of July, satisfying this debt.
- F. Tenth Avenue security camera quote proposal: Mary reported that with the concerning amount of theft occurring in building, she requested a quote from Tech Pros for security camera system. Tech Pros provided a

security camera quote of \$27,068 for interior & exterior cameras equipment, install, setup, and licensing for the entire building. Commissioner Grode inquired about the timeline of the installation and how this project would be funded. Mary stated that once approved, the work could begin in August with an anticipated completion date at the end of month. Funding for the project would be drawn down from operations in the 2020 capital fund grant. Commissioner Evan moved to approve the quote provided from Tech Pros for the installation of security cameras at Tenth Avenue apartments, seconded by Commissioner Henke. All aye votes.

6. **PUBLIC INPUT:** Linda talked about the laundry room over at Tenth Avenue and is concerned about others not cleaning out the lint traps of the dryer machines. Mary stated that she would share this information with tenants at the next coffee and rolls meeting.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, August 30, 2023, in the community room of Huntington House Apartments.
8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:10 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

\_\_\_\_\_  
Mary Vang  
Executive Director

Date:\_\_\_\_\_

Approved by:

\_\_\_\_\_  
Jo Ann Grode  
Chair

Date:\_\_\_\_\_

**ALEXANDER FIELD**  
**SOUTH WOOD COUNTY AIRPORT**  
MUNICIPALLY OWNED

**MEETING MINUTES**

**AIRPORT COMMISSIONERS:**

Shane Blaser, Mayor  
Jason Warren, Supervisor  
Joseph Zurfluh, Trustee  
Brad Hamilton, President

**MUNICIPALITIES:**

City of Wisconsin Rapids  
Town of Grand Rapids  
Village of Port Edwards  
City of Nekoosa

9/7/23

The South Wood County Airport Commission met on Thursday September 7, 2023 at 9:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Brad Hamilton, Jason Warren. Joe Zurfluh was excused. Also in attendance were Cary T. Smith , Bill Menzel, Tom Davis, and Jeremy Sickler.

**1. Call to order:** Chairman Blaser called the meeting to order at 9:00 AM.

**2. Approval of previous month's minutes (8-3-23):**

Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the minutes as presented. Motion carried.

**3. Airport Manager's Report:**

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. Ryan Falch stated that the BOA and SEH are in discussions regarding scope of the Master Plan and contract negotiations. The fuel system final inspection took place and the list of items to be addressed has been sent to Walt's Petroleum for completion.

Sickler reported that the fuel sales and activity in August was comparable with historical monthly performances.

Sickler updated the Commission on the repairs being made to the runway lights after the lightning strike.

Sickler reported on the status of creation of a temporary rental agreement, soffit and fascia installation, and t-hangar door refurbishment.

Sickler reported to the Commission that Economic Development Funding for 2024 was approved by the Wood County CEED Committee. Also, Sickler provided an annual report to the CEED Committee as a requirement for disbursement of the 2023 grant.

Sickler alerted the Commission that one of the Airport employees has injured his shoulder and helpers are being sought from other departments to fill in for him.

Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the Airport Managers Report. Motion carried.

#### **4. Old Business**

- a. Discuss and consider action regarding a fuel pricing strategy: Airport Manager Sickler and Chairman Blaser met with the Finance Director to discuss. Commissioners discussed the potential terms of a policy. Sickler will return next month with a draft policy for review. No action taken.

#### **5. New Business**

- a. Discuss and consider action regarding the 2024 Budget Request: Airport Manager Sickler discussed the 2024 budget request noting a few changes including money for airport vehicle upgrades. Next month a complete budget will be presented with salary/benefit figures and municipal contributions. No action taken.
- b. Discuss and consider action regarding Rangeline clearing and grubbing: Sickler presented a quote from Shred It LLC. for completion of the work along Rangeline Road west of the Airport. Motion by Commissioner Hamilton, 2nd by Commissioner Warren to approve the project as quoted to be funded out of the Airport Improvement line of the 2023 Budget. Motion carried.

#### **6. Review of Financial Statements**

Financial statements were presented and reviewed. Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the financial statements as presented. Motion carried.

#### **7. Future agenda items:**

Temporary rental agreement, fuel pricing strategy, 2024 Budget

#### **8. Public Comment**

Carey Smith commented on the potential for doing some projects intended to increase the visual appeal of the terminal area such as sealing-painting-crack filling the parking lot, provide nicer picnic tables and shelters for public viewing areas, clean up the landscaping/lawn, construct a sidewalk canopy.

#### **9. Correspondence received:** None

#### **10. Set next meeting date:**

Thursday October 5 at 8:00 AM.

#### **11. Adjourn:**

Motion made by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Warren to adjourn at 9:38 AM Motion carried.

*Minutes prepared by Jeremy Sickler, Respectfully reviewed and submitted, Chairman Blaser*



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
September 9, 2023  
1:00 P.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 1:01 p.m.

2. Roll call.

Present in person at City Hall were Commissioners Grode, King, Timm and Yonkovich; and Police Chief Daniel Hostens.

3. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." In closed session, the Commission will:

- a. Hear introductory comments by Police Chief Hostens regarding the Entry-Level Police Officer candidates.
- b. Interview eight (8) Entry-Level Police Officer candidates.
- c. Establish Entry-Level Police Officer eligibility list.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Grode, to go into CLOSED SESSION pursuant to Wisconsin Statutes Sec. 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Roll call vote taken. All members voted in the affirmative. Motion carried.

Present in the closed session were Commissioners Grode, King, Timm and Yonkovich. Police Chief Daniel Hostens was in closed session at the beginning of the meeting, then left the meeting and came back to the meeting for some interviews.

In closed session, the Commission interviewed eight (8) Entry-Level Police Officer candidates.

4. The Commission will return to OPEN SESSION and take any necessary action regarding the establishment of an Entry-Level Police Officer eligibility list.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to go into open session. Motion carried.

Re Item 3: A motion was made by Commissioner Grode, seconded by Commissioner Timm, to place one (1) Patrol Officer candidates and seven (7) Recruit Patrol Officer candidates on the eligibility list for Entry-Level Police Officers. Motion carried.



**CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION**  
**MEETING MINUTES**  
**September 9, 2023**  
**1:00 P.M.**

5. Adjourn.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to adjourn. Motion carried.

Respectfully Submitted,

Michael Timm, Acting Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
September 13, 2023  
7:30 A.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 7:30 a.m.

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Grode, King, Timm and Yonkovich; and Police Chief Daniel Hostens, Deputy Fire Chief Jason Joling, Mayor Shane Blaser, Alderperson Dennis Polach, Ryan Hartman, and Emily Kent.

3. Approve the August 7, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the August 7, 2023 meeting minutes. Motion carried.

4. Approve the August 18, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Timm, to approve the August 18, 2023 meeting minutes. Motion carried.

5. Consider for approval an invoice in the amount of \$77.50 from Stanard and Associates, Inc. for three written tests for Entry-Level Police Officer candidates.

A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to approve the invoice in the amount of \$77.50 from Stanard and Associates, Inc. for three written tests for Entry-Level Police Officer candidates. Motion carried.

6. Consider for approval an invoice in the amount of \$14 from Awards 'N More for one name plaque for Commissioner Timm.

A motion was made by Commissioner Albrecht, seconded by Commissioner Yonkovich, to approve the invoice in the amount of \$14 from Awards 'N More for one name plaque for Commissioner Timm. Motion carried.

7. Discuss the July monthly report and activities of the Police Department with the Police Chief.

A motion was made by Commissioner Albrecht, seconded by Commissioner Yonkovich, to approve the July monthly report and activities of the Police Department. Motion carried.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
September 13, 2023  
7:30 A.M.

8. Discuss the August monthly report and activities of the Police Department with the Police Chief.

A motion was made by Commissioner Albrecht, seconded by Commissioner Timm, to approve the August monthly report and activities of the Police Department. Motion carried.

9. Discuss the monthly report and activities of the Fire Department with the Deputy Fire Chief.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the monthly report and activities of the Fire Department. Motion carried.

10. Discuss communication expectations for when staff send emails to the Commission.

A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to direct Police Department and Fire Department staff to CC the Police and Fire Commission's Administrative Assistant on email communications to the Police and Fire Commission, unless in the case of highly confidential matters (in which case, the City Attorney would be included). Motion carried.

11. The Commission may discuss and consider changes to the minimum qualifications for college level credit hours for Entry-Level Police Officer candidates.

Staff was directed to develop a recommendation for the Police and Fire Commission to consider at their next meeting.

A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to table this item until the next meeting. Motion carried.

12. The Commission may consider the Police Chief's recommendations for changes to the hiring process for lateral transfer applicants.

Staff was directed to develop a recommendation for the Police and Fire Commission to consider at their next meeting.

A motion was made by Commissioner Grode, seconded by Commissioner Albrecht, to table this item until the next meeting. Motion carried.

13. The Commission will vote to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public





CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
September 13, 2023  
7:30 A.M.

employee over which the governmental body has jurisdiction or exercises responsibility." In closed session, the Commission will discuss placement of two (2) Police Officers on permanent status.

A motion was made by Commissioner Grode, seconded by Commissioner Timm, to go into CLOSED SESSION pursuant to Wisconsin Statutes Sec. 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Roll call vote taken. All members voted in the affirmative. Motion carried.

Present in the closed session were Commissioners Albrecht, Grode, King, Timm and Yonkovich; and Police Chief Daniel Hostens.

In closed session, the Commission discussed placement of two (2) Police Officers on permanent status.

14. The Commission will return to OPEN SESSION and take any necessary action or make any recommendations needed as a result of the discussion of item 13 in closed session.

A motion was made by Commissioner Grode, seconded by Commissioner Timm, to go into open session. Motion carried.

Re Item 11:

A motion was made by Commissioner Grode, seconded by Commissioner Timm, to place Allister Greening on permanent status, effective October 3, 2023. Motion carried.

A motion was made by Commissioner Grode, seconded by Commissioner Timm, to place Justin Mortel on permanent status, effective October 17, 2023. Motion carried.

15. Establish date for next meeting and discuss items for inclusion in next agenda.

The next monthly meeting will be held on October 11, 2023, at 7:30 a.m.

16. Adjourn.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to adjourn. Motion carried.

Respectfully Submitted,

Lee Albrecht, Secretary

## Regular Meeting of the Water Works and Lighting Commission Wednesday, September 13, 2023

### **There were present:**

Commissioner Jay Bemke  
Commissioner John Bergin  
Commissioner John Harper  
Commissioner Rick Merdan  
Commissioner Jeff Penzkover

Also in attendance: Jem Brown, Roxanne Gronski, Jeff Kuhn, Josh Elliott, Todd Weiler, Matt Stormoen, Shawn Reimer, Lynn Schroer, Tyler Sneen, and Sean Wall.

### **1. Call to Order**

Chairman John Bergin called the meeting to order at 2:00 PM.

### **2. Approval, additions or corrections to the minutes of the following meeting**

#### **2.1 Special Commission Meeting held August 9, 2023**

There was a motion made by Jay Bemke, seconded by Rick Merdan, and carried to approve the minutes of the Special Commission Meeting held on August 9, 2023, and to place them on file. There were no nay votes recorded.

#### **2.2 Regular Commission Meeting held August 9, 2023**

There was a motion made by Jay Bemke, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held on August 9, 2023, and to place them on file. There were no nay votes recorded.

### **3. Action items**

#### **3.1 Baker Substation Distribution Transformer**

Todd Weiler stated that the Baker Substation currently only has one functional distribution transformer. The utility had planned on purchasing a new (second) transformer in 2024 and budgeted money to have this installed in 2025.

With the current inflated costs of supplies and the extended delivery time (3 years) this has made purchasing a new transformer unpractical.

During recent discussion with CWPCo, they are willing to sell to WW&LC a spare transformer that they have. Before purchasing this transformer Todd stated that he would have further testing done to confirm that this transformer is in good working order. Todd is requesting that the commission approve \$244,750 (\$240,000 for the transformer and \$4,750 for the testing).

After a lengthy discussion and all questions answered, there was a motion made by Rick Merdan, seconded by Jeff Penzkover, and carried to approve \$244,750 which covers the cost of the transformer and testing. No nay votes were recorded.

#### **4.0 Department updates**

##### **4.1 Safety Committee Report**

The commissioners reviewed and discussed the Safety Committee meeting minutes and the safety coordinator's monthly report.

##### **4.2 Line Superintendent's Report**

This report was reviewed and August call-ins and projects were discussed.

##### **4.3 Water Department Operations Report**

This report was reviewed and August maintenance water projects were discussed.

##### **4.4 Customer Support Supervisor's Report**

This report was reviewed and Lynn Schroer answered questions regarding collection efforts.

##### **4.5 Director of Finance's Report**

This report was reviewed and August financial statements were discussed. Jeff Kuhn stated that the electric rates were finalized in August and will be effective September 1<sup>st</sup>.

##### **4.6 Information System's Administrator's Report**

This report was reviewed and discussed. Matt Stormoen was asked to explain what a Zero Trust environment is regarding cyber security.

#### **4.7 Conservation Manager's Report**

This report was reviewed and WW&LC conservation efforts were discussed.

#### **4.8 Electrical Engineer's Report**

This report was reviewed and the results of our annual battery testing of our substation backup battery banks was discussed.

#### **4.9 Director of Engineering & Electric Operations**

This report was reviewed and discussed. Todd Weiler stated that he attended the American Transmission Company (ATC) annual meeting. This meeting covers a variety of subjects from cyber security, to reliability statistics, and of most interest, long-term project considerations.

#### **4.10 General Manager's Report**

This report was reviewed and a recent GLU board meeting which included solar buyback rates was discussed.

### **5. Review of accounts payables**

A listing of all invoices and checks covering August was provided to the commission for review.

### **6. Adjourn**

There was a motion made by Rick Merdan, seconded by Jeff Penzkover, and carried to adjourn at 2:35 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, Secretary

# City of Wisconsin Rapids Ethics Board

## Meeting Minutes

**Date:** Tuesday, September 19, 2023, at 4:30 p.m.

**Location:** First Floor Conference Room at City Hall

**Members Present:** Robert Teeselink, Eric Daven, Dan DeRoche, Lee Gossick, Renee Fischer, Alderman Patrick Delaney and Alternate Alderman Matt Zacher

**Members Absent:** William Menzel

**Others in attendance:** Alderman Dennis Polach

1. Meeting called to order at 4:32 p.m. by Chairman Teeselink
2. The minutes of the last meeting from Feb. 7, 2023, were presented, Motioned by Fischer, seconded by DeRoche, to approve the minutes, motion carried.
3. Next meetings set for Feb. 6, 2024, and Sept. 17, 2024 @ 4:30 p.m. in the first-floor conference room of City Hall.
4. Meeting adjourned at 4:35 pm

Eric Daven  
Ethics Board Secretary

CITY OF WISCONSIN RAPIDS  
*PARKS / RECREATION / BUILDINGS*  
220 3<sup>rd</sup> Avenue South, Suite 3, Wisconsin Rapids, WI 54495, (715) 421-8240  
**Parks & Recreation Commission Minutes**  
October 9, 2023

The Parks & Recreation Commission met on Monday, October 9, 2023, at 4 p.m. in the first floor conference room at City Hall, 444 West Grand Avenue, Wisconsin Rapids, WI. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Dean called the meeting to order at 4:01 p.m.

Commissioners present in the first floor conference room were Kris Barteck, Mayor Blaser, Craig Broeren, Tom Ekelin, Dean Veneman, and Elizabeth Whelan. Carolynn Martin appeared via videoconference. Tom Rayome and Lee Thao were absent. Staff present were Dawn Desorcy, Jake Klingforth, and Sue Schill. Also attending was Amy Marquard.

2. Approve September 11, 2023, meeting minutes.

A motion was made by Commissioner Broeren, seconded by Mayor Blaser, to approve the minutes of September 11, 2023. Motion carried.

3. Consider approval for the creation of a recreational swim team program, including the hiring of a coach/instructor, the rental of the school district pool, and the setting of fees for program participation.

Amy Marquard spoke on behalf of the parents who have children interested in a recreational swim team. The YMCA swim team is membership-based, which can make joining cost-prohibitive for some. She didn't believe that the YMCA does a good job of advertising for their swim team program.

Attorney Schill expressed concerns, including risk management; that no other municipality has a swim team program, all are club-sponsored or YMCA teams; the swim parents appear to have an organized structure in place and should be able to and encouraged to run the team on their own; the YMCA swim team continues and this program would be taking swimmers from that program and would be in competition with the YMCA; questions if the City should be the one to solve any issues those parents may have with the YMCA, and what precedent this might set with other local recreational or other programming from private or non-profit entities in the City.

Mayor Blaser does not have an issue with this, but wants to ensure that we can handle running this program in our department, and that the parents group currently involved understand that this team will be a City-run recreation program.

A motion was made by Mayor Blaser, seconded by Commissioner Broeren, to approve the creation of a recreational swim team program, including the hiring of a coach/instructor, and the rental of the school district pool, provided there be a minimum of 20 participants registered. Fees for participation will be as presented, based upon the estimated expenses for the program. Motion carried.

4. Discuss ideas for remaining Teske fund.

The commission agreed that staff should move forward to get costs together on a potential bird exhibit.

**Parks & Recreation Commission Minutes**

October 9, 2023

Page 2

5. Dog Park update.

The Leash-Cutting grand opening of the park is this Wednesday, October 11, at 4:30 p.m.

6. Bills.

A motion was made by Commissioner Ekelin, seconded by Commissioner Broeren, to approve the bills. Motion carried.

7. Staff reports.

Dawn and Jake presented reports. Commissioner Ekelin requested that budget, capital plans, and room tax dollars be brought to the next meeting. It was noted to have estimates ready for baseball fencing project.

8. Adjourn.

A motion was made by Mayor Blaser, seconded by Commissioner Whelan, to adjourn. Motion carried.

Dawn Desorcy, Recording Secretary



Report of the MASS TRANSIT EVALUATION COMMITTEE

Mayor Shane Blaser, Chairperson

Dean Veneman

Jake Cattanaach

Patrick Delaney

Tom Rayome

Date of Meeting: October 12, 2023

The Mass Transit Evaluation Committee met on Thursday, October 12, 2023, at 4:05 p.m. in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids.

All members of the Mass Transit Evaluation Committee were present.

1. Call to Order

**The meeting was called to order by Chairperson Mayor Shane Blaser at 4:05 pm.**

2. The Committee will vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

In closed session, the Committee will discuss the initial evaluation and scoring of proposals received in response to the RFP for Shared Ride Taxi Service

**Motion by Patrick Delaney to go into closed session. Seconded by Tom Rayome. Motion carried 5-0**

**In closed session the committee discussed evaluation and scoring of proposals received for Shared Ride Taxi RFP. No action taken.**

3. Adjournment

**Motion to adjourn by Patrick Delaney, Seconded by Dean Veneman. Motion carried 5-0 The meeting adjourned in closed session at 4.36 pm.**

The Committee will adjourn in closed session.





**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
**Wisconsin Rapids, WI 54495-2780**  
Engineering (715) 421-8205 FAX (715) 421-8291

## **ENGINEERING DEPARTMENT Monthly Activity Report**

September 2023

### **Permits & Degradation**

- 31 Permits/Licenses (33 last month) for asphalt paving (2), driveway grades/concrete pour inspections (6), storm water (2), excavating (11), Street Privilege (0), storm connection (0), permit parking (7), banner (0), environmental testing well (0), contractor licenses (3)
  - This year – 202 permits & licenses
- 226 Diggers Locates for Storm Sewer & Sanitary Sewer (170 last month)
  - 3 Emergency locates
- Degradation fees - this year = \$42,738.12
  - This month = \$52,957.56 (\$6,375.60 last month)

### **Traffic**

- Stop Sign / Yield Sign Requests
  - 5<sup>th</sup> St and Stroddman Ave – Concerns about uncontrolled intersection. Study requested on May 24<sup>th</sup>, 2023. Traffic counters were set out June 15<sup>th</sup> and moved on June 21<sup>st</sup>.
- Traffic Study
  - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1<sup>st</sup> St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
- Vision Issues
- ITS Standalone Signal Grant
  - 2023 Project @ Expy and W Grand Ave started on September 25<sup>th</sup> and will take approximately 6 weeks from beginning to end.
  - 2024 Project @ Expy and High St and Expy and Chase St – grant was approved and consultant will be updating plans and rebidding in preparation for 2024 construction.
- Signal complaints
  - Riverview Expressway having to stop at every intersection. Travel time tests are scheduled to occur the week of October 2<sup>nd</sup> and will last approximately 1 week. In advance of this evaluation, WWLC will be inspecting pedestrian buttons and vehicle detection to insure that this equipment is not malfunctioning.
  - Where appropriate, overnight flash operations are being reinstated. Several have been reprogrammed to flash between 11:30pm and 6:00am. Others are being evaluated to insure that vehicle volumes are low enough for flash operations. The



## ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

Engineering (715) 421-8205 FAX (715) 421-8291

vehicle counts were finalized on 9/28/23. Remaining flash operations are scheduled for the week of October 2<sup>nd</sup>.

- FYA request for WB left traffic on Expressway at Plover Road
  - Signal adjustments requested at 8<sup>th</sup> St and Expressway for NB lefts
  - A request for traffic signals at 16<sup>th</sup> St S and Expressway to switch quicker for vehicles heading north and south on 16<sup>th</sup> St S AND for the green to stay on longer.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
- Signal Equipment
    - Spare cabinet is ordered and is expected to arrive in September or October.

### Project Designs/Construction underway:

#### Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – Potrykus Construction completed sidewalk maintenance on 8/29.
- Inspections for 2024 began this month.

#### 2023 Reconstruction Projects

- 2023 Contracts
  - Sewer Lining Contract – Work is proposed to start the end of September with cleaning and televising. Lining should be complete by end of October. Contract was awarded to Insituform Technologies. Engineering Dept. is working with Contractor to get contract documents signed and ensure proper insurance and bonding is in place prior to commencing work.

#### Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
    - Extension 10<sup>th</sup> St N to 12<sup>th</sup> St N – survey completed on 9/28/23
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 100%
  - McKinley St (8<sup>th</sup> Ave to 14<sup>th</sup> Ave) – 100%
  - E Jackson St (Jackson St Bridge to E Grand Ave) – 5% - survey work started 9/18/23
- Design for future Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 85%
  - Lincoln St (Expressway to Peach St) – 35%



**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
**Wisconsin Rapids, WI 54495-2780**  
Engineering (715) 421-8205 FAX (715) 421-8291

- ROW Plat is 60%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 80%; (10<sup>th</sup> to 12<sup>th</sup> St) – 0%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 40%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 40%
  - E Jackson St – 0%
- Construction of 2023 Projects
  - Shorewood T.
    - Work started on Shorewood T on August 24<sup>th</sup>.
    - Curb and gutter and other concrete work anticipated for October 4<sup>th</sup> and 5<sup>th</sup>.
  - Oak St
    - Final asphalt paving is expected the first week of October
  - 9<sup>th</sup> Ave
    - Final asphalt paving is expected the first week of October
  - Apricot / Broadway St
    - Work started 9/25/23. Curb and gutter is expected in early October.

### Projects Involving Grants

- 8<sup>th</sup> St S and Wood Ave - Highway safety Improvement Grant (HSIP).
  - Design will commence in 2024 with construction proposed in 2025
- 8th St S – Lakewood Ln to Whitrock Ave – DOT is working on selecting a design consultant to begin designing this project.

### Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
  - Dredging Permit – The DNR provided additional correspondence on September 7<sup>th</sup>. They were requesting a variety of information related to justification for the potential and likelihood of groundwater contamination. This information was provided back to DNR on 9/26/23.
  - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.
- Romanski Ditch – The City was noticed of a significant beaver problem on the Romanski Ditch in late September. City crews removed a den at Alton St on 9/21/23. Engineering Dpt staff performed additional inspections on 9/25/23. Communications are continuing with downstream property owners to remove other dams and removal of animals from the area.

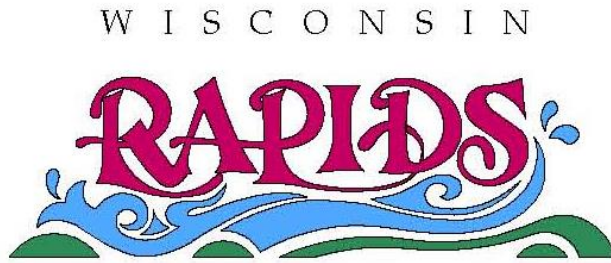
### Other Highlights

- Rail Feasibility Study –



**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
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- State / Municipal Agreement is fully executed
- DOT is preparing the environmental documentation
- A meeting was held with LinqThingz to discuss origin and destination studies and the pros and cons of providing trail blazer signs for alternate routing.
- DOT is requiring a City representative be trained as a Local Sponsor for this project. Training was completed on 9/27/23.
- STP-U Group met at City Hall on 9-27-23. Minutes have been drafted and will be forwarded to the DOT along with the City's road project applications before Oct. 27<sup>th</sup>.



## **PUBLIC WORKS DEPARTMENT**

1411 CHASE STREET  
WISCONSIN RAPIDS, WI 54495  
(715) 421-8218 FAX (715) 421-8281

### **SEPTEMBER 2023**

#### ***Refuse and Recycling***

- Garbage Collection estimate 396.8 tons, 421 tons in 2022
- Recycling Collection estimate 85.81 tons, 92.92 tons in 2022

#### ***Construction***

##### **Oak Street (East Jackson Street – 16<sup>th</sup> ST N)**

- Backfilled Curb and Gutter and placed and leveled topsoil
- Seeded and completed restoration from 12<sup>th</sup> St – 16<sup>th</sup> St
- Started Sign Installation
- Removed existing Asphalt and shaped for pavement, scheduled for 10/04

##### **9<sup>th</sup> Ave (High Street – Freemont)**

- Backfilled Curb and Gutter and shaped for sidewalk
- Placed and leveled topsoil
- Seeded and completed restoration
- Built retaining walls where needed
- Removed existing Asphalt and shaped for pavement, scheduled for 10/03

##### **Shorewood Terrace (1<sup>st</sup> Street North – Dead End)**

- Removed existing pavement, curb and gutter, sidewalk and black dirt from 300' of the project
- Installed 300' of 8" Sanitary
- 2 – 4" or 6" services
- Installed 300' of 6" Watermain
- Installed 2 – Storm Manholes
- Installed 6 – Storm Catch Basins
- 50' of 15" Concrete Storm Pipe
- Installed 900' of 6" drain Tile
- Installed 96' of 8" perforated, 86' of 12" perforated, and 300' of 15" perforated Storm Pipe
- Sub graded entire job and placed road base to prepare for curb

##### **Apricot/ Broadway Street Intersection**

- Removed asphalt, Curb and Gutter, Trees and Topsoil to prepare for construction
- Installed 2 – Sanitary Manholes
- Installed 370' of 8" Sanitary
- Installed 4 – 4" Sanitary Services
- Installed 120' of Watermain and 2 – fire hydrants

### ***Streets Maintenance***

- Monthly brush pickup
- Rebuilt catch multiple catch basins that had ring failures or complete failures
- Poured curb for WWLC on Hydrant repairs or watermain breaks
- Concrete panel repairs on 8<sup>TH</sup> Street South and Chestnut Street
- Sanitary repair at 16<sup>th</sup> and Chestnut, 10<sup>th</sup> and Peach Street, 16<sup>th</sup> and Apricot
- Assisted Parks with Tree removal from Right of Way and Broadway/ Apricot Construction project
- Finished restoration of sidewalk maintenance area
- Assisted with sprinkler repair at Robinson Park
- Worked on Compost fires at Eastside Compost separating compost and moving away from the woods
- Pulverized regraded and paved Two Mile Ave from 16<sup>th</sup> St S – 20<sup>th</sup> St S
- Shouldered Two Mile Ave, 16<sup>th</sup> St and 20<sup>th</sup> St
- Paved bike trail through Lyons Park and completed restoration
- Swept Chip Seal area

### ***Paint and Signs***

- Replace seasonal banners
- Painted Crosswalks in Downtown business area, around schools and churches
- Painted white edge line throughout the city
- Started painting Centerline throughout the city
- Made signs for Wood County Highway

### ***Shop and Repairs***

- Routine service work fleet trucks
- Service Police and Fire's fleet
- Replaced bushings and rods on Single Axle underbody snow plow
- Repaired multiple hydraulic leaks on street sweeper
- Repaired and replaced radiator on Sidewalk Tractor
- Had bucket trucks inspected and made repairs that staff was able to
- Moved compost turner from Westside to Eastside

Hosted a food delivery with SWEPS where 568 households were given 8,800lbs of food



**SOUTH WOOD COUNTY AIRPORT**  
Jeremy Sickler, Airport Manager

**September 2023**

**Airport Development:**

Future project update: SEH is working with the BOA for scoping the Master Plan and negotiating the contract.

<b>Fuel Type</b>	<b>Previous month</b>	<b>Current month</b>	<b>This month last year</b>	<b>2023 year to date</b>	<b>2022 year to date</b>	<b>Year over Year</b>
<b>100 LL</b>	1806.99	2135.91	1492.04	15458.06	10247.01	150%
<b>Jet A</b>	16654.69	14924.94	11187.63	70844.43	59133.97	120%
<b>TOTAL</b>	18461.68	17060.85	12679.67	86302.49	69380.98	124%

**Airport Monthly Revenues:**

**Sales**

Fuel:	\$100630.55
Ramp Fee:	\$5500.61
Lav Fee:	\$223.78
GPU:	\$1497.37
Call Out Fee:	\$1500.00
Transient Hangar:	\$1233.71
Catering:	\$78.20
Oil:	\$78.60

Year over year total fuel gallon sales comparison through August:

2021 - 81671.94 gallons  
2020 - 47609.12 gallons

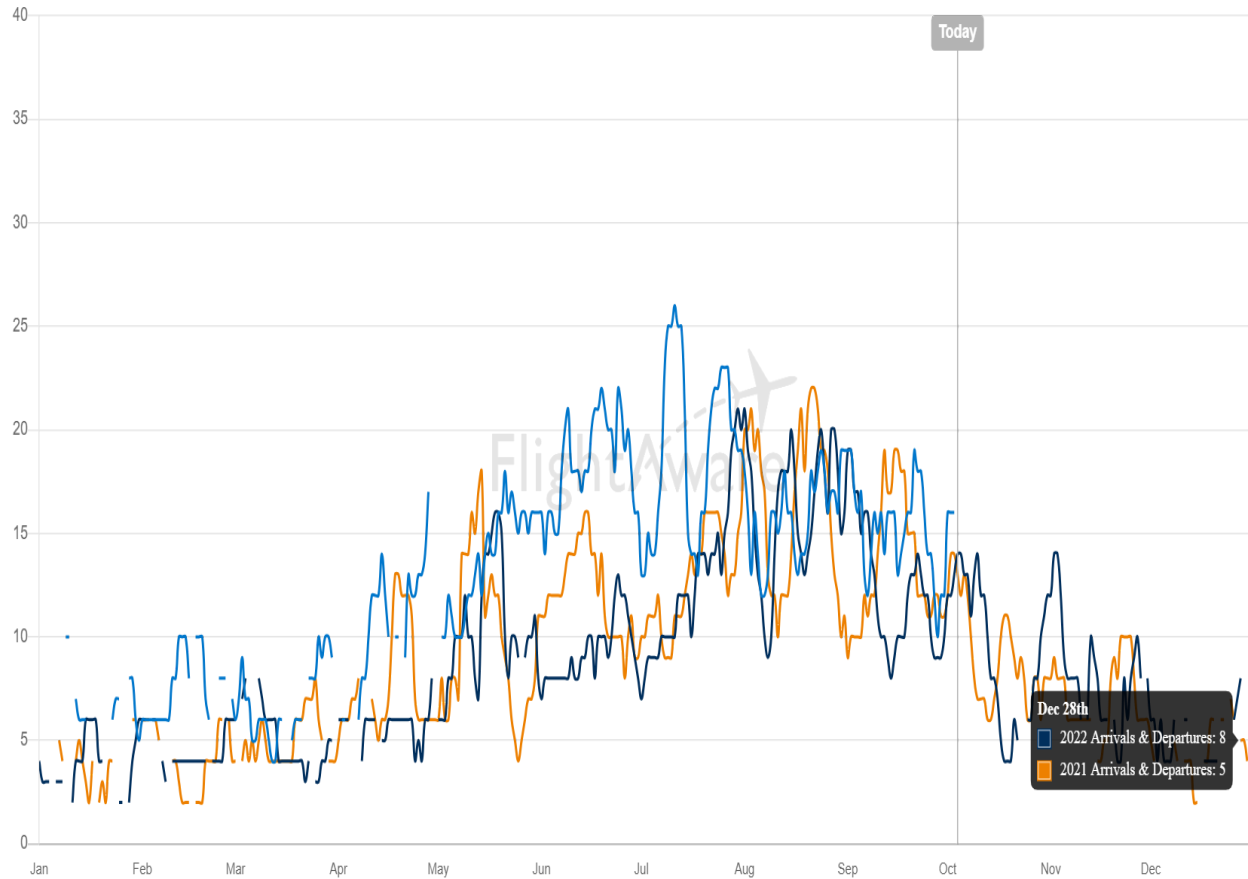
## Airport Projects:

Temporary Rental Agreement: Agreements from other airports are being reviewed

## Other Airport Topics:

Airport assistant Hunter Geishart next appointment is October 10.

### AIRPORT DAILY ARRIVALS AND DEPARTURES





TO: Mayor Shane Blaser  
FROM: Derek Budsberg  
SUBJECT: Monthly Supervisory Report  
Month of: September 2023

Report:

**Collections**

- Televised-3200 ft
- Sewer calls-6
- Main line cleaned- 1500ft
- Lift stations cleaned-2
- The collections crew had to spend many hours servicing the TV equipment. The mainline camera had to be sent in for repair. The lateral launch camera had hose reel issues, and the large tractor's hubs needed to be torn apart and serviced. They also assisted HK solutions with manhole repairs.

**Operations/Maintenance**

- Overall, plant treatment was excellent, and all parameters were well under the permitted limits. There were some issues with denitrification in the final clarifiers that caused the staff to take down an aeration basin.
- Maintenance finished replacing 2 exterior doors at the treatment plant.
- Staff spent time at the biosolids drying pad spreading out sludge to dry, to be able to put in the biosolids storage shed.
- RDT feed pump VFD was refurbished and installed.
- UV disinfection season ended. October 1<sup>st</sup>. Staff will begin to clean and pull the lights out for the winter
- Staff began replacing exterior lights with new, energy efficient lights.

**Plant administration**

- SCADA was having communication problems, causing staff not to receive call outs. LW Allen was contacted to help fix the problem.
- Admin finished budget discussion with the Mayor and the finance director.
- The ditch crew finished repairing 3 laterals in the right of way that were too deep for other contractors to dig.
- A large amount of time was spent ordering parts for various equipment around the plant.



# Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

*"Commitment to Excellence"*



To: Mayor Shane Blaser, Wisconsin Rapids Police and Fire Commission, Wisconsin Rapids Common Council  
From: Todd Eckes, WRFD Fire Chief  
Date: October 2, 2023  
RE: Monthly Summary for September 2023

WRFD meetings, events, training, and notable calls for the month of September 2023:

- Police and Fire Commission meeting
- Common Council meeting
- PD/FD Meeting
- Monthly EMR training
- Wisconsin State Fire Chiefs Board Meeting
- North Central Fire Chiefs meeting
- Attended Legislative Committee meeting.
- Attended Department Heads Meeting
- Attended the Wisconsin Fire Chiefs fall educational summit.
- Held the annual Department Badge Pinning ceremony.
- Attended the Police & Fire Hall of Fame induction ceremony.
- Attended Mayor/Finance Director Budget meeting.
- Station Tour for MSTC Emergency Management Principles students
- Hosted our annual Date Night
- Began a Lieutenants testing process.
- Hosted the Fall Fire Conference partnering with MSTC.
- Two members attended the W. EMS Board meeting
- ERCO Disaster drill planning
- ERCO disaster drill
- Car seat Clinic at Station I
- Attended Port Edwards Safety committee meeting.

September Anniversaries: Mathew Feder 27 Years, Derek Matykowski 23 Years, Aaron Mancl 15 Years, Scott Whitrock 12 Years, Michael Koehler 3 Years.

Notable Responses:

Structure Fire: 0 structure fires, 1 Passenger vehicle fire

Motor vehicle Crashes: 7 Motor vehicle accidents with injuries, 4 Motor vehicle accidents without injuries



# Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

*"Commitment to Excellence"*



## WRFD Notes:

The month of September held some historic tradition within WRFD. We held our annual Badge pinning ceremony at the Wisconsin State Firefighters Memorial on September 7<sup>th</sup>. The event was well attended by members, Department Retiree's, and the public. Cole Varsho, Caitlin West, and Alexandra Huff all completed their 12-month Probation and were placed on permanent status throughout the year. City Clerk Jennifer Gossick was in attendance to swear them in before having their badge pinned on them. That night also would see Tom Anderson a former member of the department sworn in and pinned as a department Chaplain. Lastly that night two accommodations would be given to FF/Medics Josh Schoechert, and Alexandra Huff. This year, a Mission Accommodation was instituted. An accommodation for members that go above and beyond our Mission Statement. In the middle of the night Josh and Lexi were dispatched to a residence for an elderly lady having problems with her Infusion pump. She was adamant that she did not want to leave home or go to the hospital. We do not program infusion pumps, so it would have been easy for them to tell the lady they needed to go, but instead they found a number for service for the pump, and in the middle of the night called an online service tech. That service Tech. walked them through reprogramming the pump allowing her to stay home. This is above and beyond our Mission Statement and the reason they received the accommodation. They are great examples of the service citizens receive from WRFD every day.

September would also see culmination of many months of preparation for training by WRFD, Wood County EM, ERCO Worldwide and many other agencies throughout south wood county. On September 26<sup>th</sup> a full-scale Hazardous Materials exercise was completed at the entry to ERCO Worldwide that implemented a complete Haz mat deployment of WRFD, the ERCO Response Team and many other agencies. The exercise was the mitigation of 2 1,000# Chlorine tanks and a K size Sulfur Dioxide cylinder that fell off a truck leaving ERCO. The goal was to exercise the deployment of our Haz Mat Team as well as exercise communications between all the responding agencies, and the integration of the ERCO response team with our WRFD Haz Mat Team. The exercise also allowed the implementation of the County Highway department to block roads as they would need to with an actual incident. Wood County Dispatch would also be a part of the exercise to practice dispatching for an incident that is unique and does not happen very often. Other agencies in the exercise included WRPD, Nekoosa and Port Edwards PD. Port Edwards FD. Emergency Management with help from Wisconsin Emergency Management were the initiators of the exercise and would lead the development of the exercise draft as well as leading the exercise itself. These are the types of incidents we need to Train on more often. They are very high risk when they happen and very low frequency. The more we can exercise on these the more experience we have to draw from when they happen. (See ERCO Exercise Photos at the bottom of the summary)



# Wisconsin Rapids Fire Department

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## WRFD September 2023 MONTHLY RESPONSE REPORT

Type of Emergency	September 2023 Responses	Total # of 2023 Responses	September 2022 Responses	Total # of 2022 Responses
EMS 911	305	3,142	363	3,252
EMS IFT	0	12	5	53
COMMUNITY PARAMEDICINE	0	2	0	11
FIRE	4	42	2	29
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITON	6	35	4	23
SERVICE CALLS	3	38	4	42
GOOD INTENT	3	46	3	57
FALSE ALARMS/WEATHER	11	61	13	69
TOTAL CALLS FOR SERVICE	332	3,378	394	3,536

### Notes:

- Fire 100 Series: Fire (*structure, vehicle, wildland*)
- Fire 200 Series: Overpressure, Rupture, Explosion, Overheat (*No Fire*)
- Fire 300 Series: Rescue & Emergency Service Incident (*Motor vehicle accident, EMS Calls*)
- Fire 400 Series: *Hazardous Condition (spills, leaks with no fire)*
- Fire 500 Series: Service Calls (water & smoke problems, burning complaints)
- Fire 600 Series: Good Intent (*Dispatched and cancelled, Citizen needs help*)
- Fire 700/800 Series: (700) False Alarms (800) Severe Weather/Natural Disasters

Runs by District	September 2023	2023 Totals	September 2022	2022 Totals
Wisconsin Rapids	225	2,539	293	2,596
Saratoga	18	191	25	235
Village Port Edwards	8	81	8	114
Village Biron	15	162	25	96
Town of Port Edwards	9	74	11	69
Nekoosa	30	204	19	213
Cranmoor	0	9	1	7
Mutual Aid Given	2	40	0	65
Mutual Aid Received	25	78	22	141
<b>TOTALS</b>	<b>332</b>	<b>3,378</b>	<b>394</b>	<b>3,536</b>

Confined Space Stand-by	September 2023	Total # 2023	September 2022	Total # 2022
<b>TOTALS</b>	<b>11</b>	<b>272</b>	<b>52</b>	<b>331</b>





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## WRFD TRAINING CENTER FOR September 2023

Category	Topic
Fire	Multi-Family Fire Attack & Apartment Line deployment
Officer	"Working with the Media" – Rural Domestic preparedness consortium.
Motor Pump Operator	Drafting Static and Dynamic sources
Technical rescue	Rope Systems
Hazardous Materials	ERCO Full Scale Hazardous Materials Drill
EMS	Hamilton Ventilator
EMR	Patient Assessment
Cadet	Hydrant Operations and hose line deployment

<b>Total Training Hours for the Month</b>	<b>255</b>
<b>Inspections for the month</b>	<b>3</b>

## ERCO Exercise Photos





# Wisconsin Rapids Fire Department

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## ERCO Exercise Photos







## Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

**DANIEL HOSTENS, CHIEF**  
**TEL: (715)-423-4444**  
**FAX: (715)-423-4408**

Date: October 9, 2023  
To: Mayor Shane Blaser  
Wisconsin Rapids Police and Fire Commission  
Wisconsin Rapids Common Council  
From: Daniel Hostens, Chief of Police  
RE: Report on the Police Department activity for September 2023

### **Departmental Activity/Training:**

North Central Chiefs Meeting

Wood County Law Enforcement Executive Meeting

Meeting with Fire Executives

Common Council Meeting

Police and Fire Commission Meeting

Command Staff Meeting

Discussing employee evaluations to begin in January 2024.

Completed mandated training and monthly range training.

Jordan Leher and Barron Taylor are in the final stages of the hiring process.

### **For the month, 2023 vs. 2022:**

Calls for Service	2023	1570	2022	1651
OWI	2023	5	2022	8
Traffic Crash Inv.	2023	31	2022	53
Traffic/Municipal Citations	2023	182	2022	325
Written Warnings	2023	377	2022	309
Restricted Parking Tickets	2023	100	2022	100

### **Controlled Substance Arrests**

Wisconsin Rapids Police Officers and Detectives made the following arrests for Drug-related offenses for the past month in 2023. These charges include:

Possession of Marijuana	9
Possession of Narcotic Drugs	
Possession of Methamphetamine	4
Possession of Drug Paraphernalia	3
Total:	16